









**Pacific Coastal Salmon Recovery Fund**
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HOME DATA ADMINISTRATION REPORTS AD-HOC QUERY FORMS GRAPHS & CHARTS MAPS DOCUMENTS DEFINITIONS HELP/TRAINING

PCSRF State Grantees



PCSRF Tribal Grantees

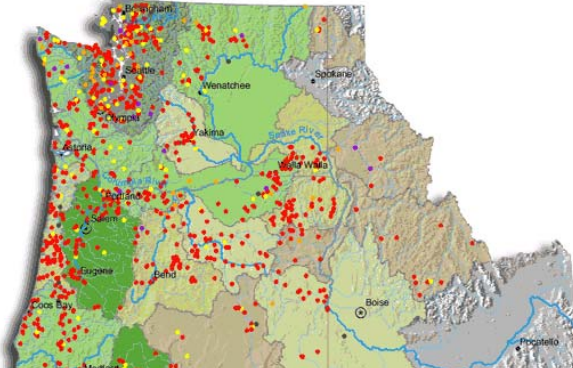


PCSRF Maintenance Portal




You have accessed the PCSRF Maintenance database. Under the Data Administration menu item, authenticated users can access the forms to **submit a project proposal** for review, **add a new project** directly to the database, and **edit your existing projects** that are already in the database. You can also view all reports and data from the maintenance database.

The data from this website is not available to the public until it is moved to the public database.





PCSRF Projects by Objective, Funding by Basin, 2000-2003



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PCSRF – Data Entry User’s Guide

Version A – (October 5, 2004)

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PCSRF Data Entry User's Guide

This document is the User's Guide for the PCSRF Data Entry Forms. The User's Guide is designed to provide you with an overview of the initial version of the entry forms and detailed instructions on how to propose, enter, and update project information. To help you become familiar with the system, we have divided the user's guide into three separate sections:

Introductory Section – This section covers the scope and purpose this User's Guide, including the intended audience, conventions used in the guide, how to provide feedback, and a section on how the User's Guide is structured

Tutorial Section – This section is designed to help you become familiar with the scope and purpose of the Entry Forms. It provides you with an overview of the PCSRF project and how the Entry Forms fit into the goals and objectives of the PCSRF project. This includes a discussion of the two environments (training and data administration) and how you can use these environments to enter data in three different ways – proposing a project, adding a project, and updating a project that has already been entered. This section also contains a brief tutorial on how to use the forms to enter your project information

Reference Section – This section takes you through each of the forms used to propose, add, or update an existing project.

Intended Audience

This User Guide is intended for state and tribal officials who will use the forms to enter and update data for various PCSRF projects. At a minimum, you will need an understanding of PCSRF objectives, funding and budget information, and information concerning the project worksite.

Conventions Used in This Document

This guide uses the following conventions to denotes actions you will need to perform:

- Menu items and mouse operations are shown in bold fonts, with the steps separated by "/", for example:
 - Select **Objective/Program Administration**
 - Click **Save/Next Page**
- If a field is "greyed out" you cannot enter text. These fields are used as "place holders".

Mandatory fields are given in boldface.

User Feedback

We would appreciate any feedback you can give us. If there are any errors, omissions, or sections you think we should expand on, send us a note at [nwfsd.sdm@noaa.gov](mailto:nwfsc.sdm@noaa.gov). You can also provide user feedback to the team by selecting **User Feedback** on the **Help/Training** pull-down menu (see page 12).

Document Overview

The PCSRF Data Entry User's Guide is designed to help you learn to use the PCSRF (Pacific Coast Salmon Recovery Fund) proposal, data entry, and query edit forms. Once the system is learned, the User's Guide will serve as a reference manual for the experienced user.

This document is divided into the following nine sections and the link will take you to that section:

Tutorial Section:

[Introduction to the PCSRF Project and Objectives](#) - The following section is designed to give you some background on the PCSRF project. This will help you understand the purpose of the Entry Forms within the larger context of the PCSRF project.

[Overview of the Data Entry Forms](#) - This section provides an overview of the data entry forms, including a detailed discussion of the purpose of the forms, intended users, and the environments and options available

[Getting Access](#) - This section outlines the steps for getting access to the Entry, Edit and Proposal forms

[Using Oracle Forms](#) - This section provides a description of the forms, including the toolbar, data definitions and pull-down menus that are available on each form

[How to Use the Entry Forms](#) - This section is designed to take you through a sample form so you can become familiar with how to use the forms. This will cover the options available on the forms and how highlighting is used to denote mandatory fields

Reference Section:

[Overview of the Data Entry Process](#) - This section provides a high-level overview of the data entry forms. The data entry forms cover six separate objectives. This section will provide you with flow charts that show the process for entering data for each of the objectives

[Overview of the Proposal Process](#) - This section provides a description of the proposal and approval process for subgrantees

[List of Tasks by Objective](#) – This section gives you step-by-step instructions using the data entry forms to enter your project information. The first section describes the forms that each objective have in common and the steps for filling out these forms. Following this section, are six sections for filling out the remaining forms for each objective

[Updating Existing Projects](#) - This section provides a description of the forms you will use to update projects that are already in the database

[Appendix A](#) - This appendix provides instructions on how to FTP the GIS data discussed in the Worksite section

[Appendix B](#) - This section provides a high-level overview of the security levels set for the entry forms and a brief description of the privileges for these levels

[Appendix C](#) - This appendix will provide you with an overview of the data definitions and their attributes. This includes a description of the data field, definitions of the elements, format (units) for proposed actions, and format (units) for completed actions

Entry Forms Tutorial Section

This section provides you with an overview of the PCSRF project and describes how the Entry Forms fit into the goals and objectives of the PCSRF project. This section also describes the environments and options available, how to access these environments and options, and it contains a tutorial section on how to use the forms to enter your project information.

Introduction to the PCSRF Project and Objectives

The following section is designed to give you some background on the PCSRF project and the Entry Forms. This will help you understand the purpose of the Entry Forms within the larger context of the PCSRF project. This section also contains an overview of the Entry Forms and a section on how to use the forms to enter your data. This is divided into the following three sections:

- Purpose of the PCSRF Project
- Purpose of the Entry Forms
- How to use the Entry Forms

Purpose of the PCSRF Project

Congress in FY 2000 established The Pacific Coastal Salmon Recovery Fund (PCSRF) to provide grants to the States and Tribes to assist state, local, and tribal salmon recovery efforts. The goal of the Pacific Coastal Salmon Recovery Fund is to make significant contributions to conservation and restoration of sustainable Pacific salmon runs and the habitats upon which they depend. This effort will provide harvestable surpluses to support treaty and non-treaty fishing opportunities consistent with existing law. With these goals in mind, the program established the following five objectives:

1) **Salmon Habitat Restoration** - Objective: To implement habitat improvements that restore ecosystem characteristics and processes and address priority factors limiting salmonid production. This includes “on-the-ground” habitat projects that protect, preserve, restore and enhance salmon habitat and watershed functions, as well as property acquisitions for conserving salmon habitat.

2) **Salmon Planning and Assessments** - Objective: To develop comprehensive plans or reports (e.g. recovery plans, watershed plans, subbasin plans, habitat inventory reports) that identify and prioritize factors limiting native salmonid production and address measures needed to eliminate limiting factors. This includes recovery planning and participation in NMFS’ Technical Recovery Teams, watershed assessments including mapping/inventory for plans, subbasin planning, development of habitat inventory reports, support for watershed councils, and organizational infrastructure and staffing for local conservation groups and tribal entities.

3) **Salmon Enhancement** - Objective: To conduct activities that enhance depressed stocks of wild anadromous salmonids through hatchery supplementation, reduction in fishing effort on depressed wild stocks, or enhancement of Pacific salmon fisheries on healthy stocks in Alaska. This includes supplementation and salmon fishery enhancements.

4) **Salmon Research, Monitoring, and Evaluation** - Objective: To conduct research and monitoring projects on salmonids and/or their habitat to 1) assess watershed health and salmonid recovery; 2) assess the effectiveness of habitat restoration actions; 3) improve long-term fisheries

management; and, 4) implement the 1999 Pacific Salmon Treaty Agreement. This includes investigations, studies, and validation monitoring.

5) **Outreach and Education** - Objective: To educate constituencies on the value of, and actions taken for, conservation, restoration and sustainability of healthy Pacific salmonid populations and their habitat. This includes workshops, forums, preparation of educational materials, training, and citizen participation.

Overview of the Data Entry Forms

The following section describes the purpose of the Entry Forms, intended users, and a detailed discussion of how the database is structured from the user's point of view.

Purpose of the Entry Forms

The web-based entry forms were developed to assist with entering the information necessary to track projects that address these objectives, provide reporting metrics, and to help assess the long-term effectiveness of the program.

This web-based system was designed to make it easy for you to propose a project, add a new project, and to edit a project that has already been entered in the database. Each of these three options consists of a series of forms that are designed to make it easy for you to select choices and to navigate through the system. By using the fields, pull-down menus, and the text boxes, you can easily enter information and make selections. The [How to Use the Entry Forms](#) section (page 16) provides a sample form to help take you through these options and to explain how they are used.

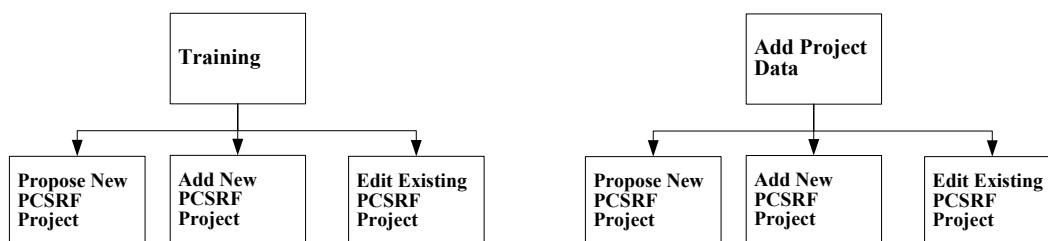
Intended Users

There are three intended users for the various forms in this system:

- 1) **Propose Project**: these users are typically subgrantees who will use these forms to submit a project proposal
- 2) **Add New PCSRF Project**: these users are typically project grantees that have access to submit projects directly.
- 3) **Edit Existing Project**: these users have access to edit existing projects. This allows you to fill in the actual (as well as any missing proposed) data fields.

The Entry Forms are divided into three separate sections and these sections reside in two different environments:

Two database environments have been created:



The **Training** environment gives you a place to practice using the forms and to become familiar with the system. You can save the practice sessions you create; however, these changes will not be reflected in the reports and charts available on the PCSRF web site. The **Add Project Data** environment is the one you use for your actual project data.

As shown above, each of these environments contains the following three sections:

Propose New PCSRF Project – This section of the Entry Forms is used to submit a proposed project for approval

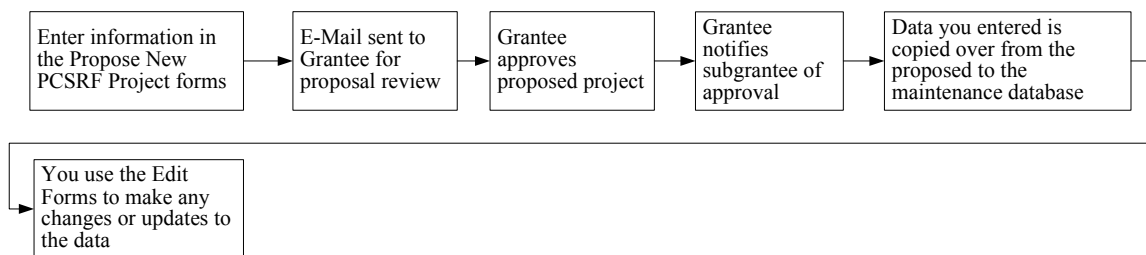
Add New PCSRF Project - This section of the Entry Forms is used to add a new project to the database

Edit Existing PCSRF Project - This section of the Entry Forms is used to make changes to data that has already been entered in the database

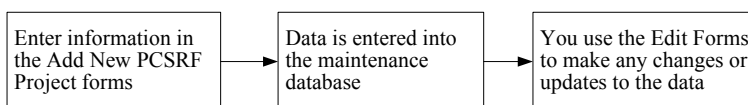
The **Propose New PCSRF Project** forms are used to get approval for a project from the grantee, and the first form (Project Information) contains an approval section that the grantee uses to enter the project status, selection date, and the PCSRF and state funds. The rest of the information in the proposal forms is the same as the information contained in the **Add New PCSRF Project** forms.

Once the proposal forms have been filled out and the project has been approved, the data is moved from the proposed to the maintenance database and any updates to the data are made using the **Edit Existing PCSRF Project** forms. The following flow shows the difference between the two options:

Proposal Process Flow Chart



Add New Data Process Flow Chart



The data entry forms are designed to cover each of the PCSRF objectives outlined in the [Introduction to the PCSRF Project and Objectives](#) section with the addition of a Program Administration objective:

- Watershed Subbasin Planning and Assessment

- Salmon Habitat Protection and Restoration
- Salmon Enhancement Projects
- Salmon Research, Monitoring, and Evaluation
- Public Outreach and Education
- Program Administration

With the exception of Program Administration (which only requires the first three), all of the following forms are required

- PCSRF Project Information
- Project Subgrantees and Contacts
- Project Budget Categories
- Fund Details - Project Level
- Project Worksite Information

Once this information is entered for a particular project, you will be asked to enter information in additional forms that are specifically designed for that objective. For example, after you have entered the general information listed above for a particular Public Outreach and Education project, you will be asked to fill out an additional form that asks you to report the number of proposed workshops/training events within the project and the proposed number of participants in workshops/training events within the project. The [Overview of the Data Entry Process](#) section contains process flows that show you the forms available for each of the objectives.

Getting Access

Before you start to enter data, you will first need to gain access to the system and determine the level of access that you will require. The following section outlines the steps for getting access to the Entry, Edit and Proposal forms. As mentioned earlier there are two databases environments available. The training pull-down menus are used as a training environment to help you become familiar with the forms. Any data you enter or changes you make will not be saved. Entering real data, and any actual changes and updates, will be made using the Data Administration/Project Data pull-down menu. This pull-down menu will be available on 9/15/04.

Getting Access - Steps:	User Task:
1. Getting a Username and Password	You will need a username and password to access this site. Please contact NWFSC at either nwfsc.sdm@noaa.gov or (206) 860-3433 and we will create a username and password for you.
2. Go to Log in Screen	The following URL will take you to the log in screen (See figure 1): http://webapps.nwfsc.noaa.gov/pcsrfmaint



The page you are requesting requires you to log in.

Please provide your username and password and you will be redirected to the page you requested.

 A screenshot of the login screen for the PCSRF Data Entry User's Guide. It features a header with the title "PCSRF Data Entry User's Guide" and a small map icon. Below the header are two input fields: "Username:" and "Password:". A "Login" button is positioned below the password field.


If you have questions, please contact [NWFSC SDM](#).

Figure 1 – Log in Screen

3. Enter Username and Password	Enter your user name and password and select login . This will take you to the PCSRF maintenance portal
4. Select Training Data	Select either Add, Edit, or Propose from the Help/Training pull-down menu (See figure 2) practice sessions or go directly to the data entry and edit sessions.

5. Select Project Data	Select either Add New, Edit Existing, or Propose New from the Data Administration pull-down menu (See figure 3)



Figure 2 – Accessing Training Forms

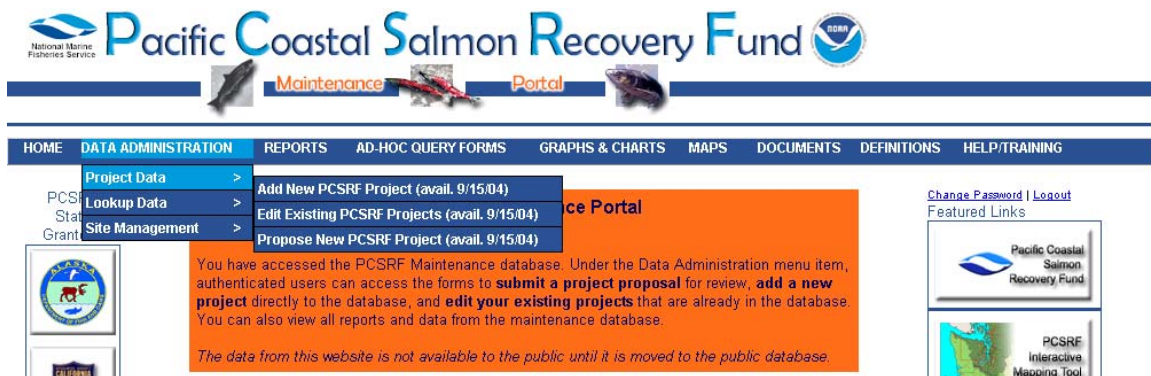


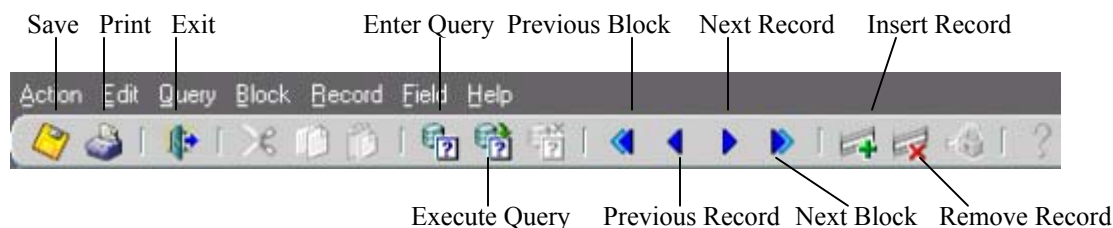
Figure 3 – Accessing Project Data Forms

Using Oracle Forms

The data entry forms that you will use to enter project information have been developed using Oracle Forms technology. The following section provides an overview of icons and pull-down menus available with Oracle forms. You can use these features to perform various functions with the data entry forms.

Icons Used in the Forms

You can perform actions using the icons along the top of each screen. The icons that are faded are not available. The diagram and table below illustrate and describe the function of each icon.



Icon	Icon Options
Save	Saves any changes you've made to the current record.
Print	Prints the current screen
Exit	This selection will ask you if you want to save the changes you have made and exits the entry forms
Enter Query	Puts the form into Enter Query mode. The system has two modes, query and data entry. Query mode is used for performing searches. Use this option to enter into query mode.
Execute Query	Execute the query you have selected
Blocks - A form may be made up of one or more blocks of information. Blocks are framed by a thin line (See Figure 4).	
Previous Block	Moves backwards through the blocks on the screen, i.e. moves your cursor to the first item in the previous block on the screen.
Previous Record	Every transaction is stored in the database as a record. This icon moves to the previous record.
Next Record	This icon moves to the next record.
Next Block	Moves forwards through the blocks on the screen, i.e. moves the cursor to the first item in the next block on the screen.
Insert Record	This icon opens a new record in the active form. You can use this icon to insert an additional row on a form. (See Figure 5)
Remove Record	This icon enables you to remove a record

Figure 4 – Blocks on a Form

Figure 5 – Records Entered on Two Rows

Data Definitions and Pull-Down Menus

To help answer questions about the fields on each form, a definition for the field you have selected is provided in the lower left hand corner of the form. The user interface also contains seven pull-down menus. These menus appear on the top of each form (See figure 6). The table below describes these menus and their purpose. The options that are not active have been faded.

Figure 6 – Pull-Down Menus

Pull-Down Menus	Menu Options
Action	<p>Save - Saves any new or changed data entered on the form, assuming it passes all validation checks.</p> <p>Clear All – Clears all of the fields</p> <p>Exit - Leaves the current form, prompting you to Save if any data has changed or is new.</p>
Edit	None of the selections under this option are currently available
Query	<p>Enter - puts the form into query mode and lets you enter search criteria to see what information is already in the database.</p> <p>Execute - in query mode, searches the database and displays any records that match the search criteria</p> <p>Count Hits - counts the number of records that match the search criteria and displays that number in the Auto Hint message (at the bottom of the Banner window).</p> <p>Fetch Next Set - Banner only brings up enough records to fill the space</p>
Block	Every form consists of two or more blocks. Each block contains related fields of information. The options available allow you to clear the current block (See figure 4).
Record	<p>Every transaction is stored in the database as a record (See figure 5). These options all allow you to perform the following functions on a record:</p> <ul style="list-style-type: none"> • Navigate to the Previous or Next Record • Scroll Up or Down • Insert or Remove • Duplicate or Clear
Field	A field is the lowest level of detail in a form. It displays a specific data element e.g., last name, performance metrics, etc. A field is an area on a form where you can enter, query, change, and display specific information. These options all allow you to navigate to the Previous or Next block field or record and to Clear a field or record.
Help	<p>Keys - displays a Keys list, which lists the Oracle functions available for the field, window, and system you are currently accessing and the keystrokes for each function. This is not a complete list and is not always accurate (some keystrokes listed may not work on some forms/situations).</p> <p>Display Error - gives a description of an error that just occurred in greater detail and in more “English like” terminology than what appears in the status line at the bottom of the Banner screen.</p>

How to use the Entry Forms

The previous sections were designed to give you the following:

- An understanding of the PCSRF project and objectives
- An overview of the data entry forms
- Instructions on how to access the forms
- An overview of the options available using Oracle forms

The following section will take you through a sample form to help you become familiar with the various menus and options used when filling out a form.

To access the Entry Forms select **Add New Project** in the training environment (See pages 11-12). If you have any problems accessing the form, please review the browser requirements by selecting **Tips/Browser Requirements** on the **Help/Training** pull-down menu (see page 12).

If you **delete a project accidentally**, there is no Undo button, but you can contact us and we will retrieve the project for you. Please contact SDM at SDM Help Desk (206) – 860 –3433 or send us a note - nwfsc.sdm@noaa.gov.

The following diagram is a screenshot of the first entry form that you will see, no matter which objective you are collecting information for. Please note that required fields are highlighted in red, although it is important to enter as much information as possible. You will notice that there are several pull-down menus available throughout the forms. These pull-down menus make it easier for you to select information and to ensure that the information entered falls within specified guidelines.

PCSRF Project Information (Section A)

Project Source: NWIFC Objective: Salmon Enhancement

Project Reference: Project Name:

Primary Subgrantee: Selection Date: Start Date:

Deliverable Date: Scheduled End Date: Actual End Date:

Fund Year: PCSRF Funds(Proposed): PCSRF Funds (Actual):

State Funds (Proposed): State Funds (Actual):

Proposed Description Actual Description

Edit

Project Benefits:

Geographic Area Name: Project Status:

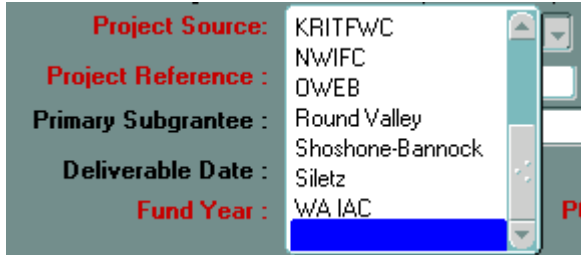
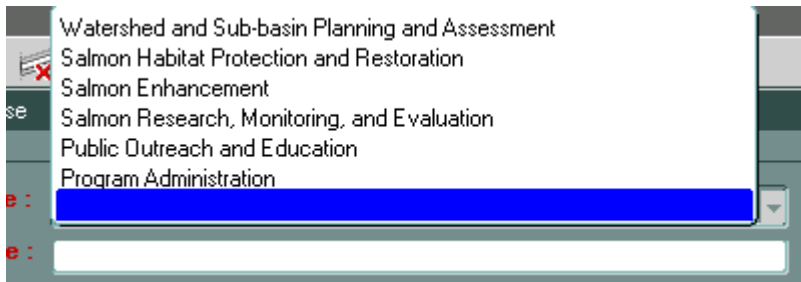
Progress Report Dates Progress Report (Text upto 4000 characters)

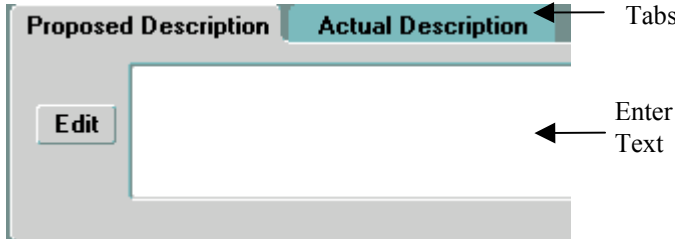

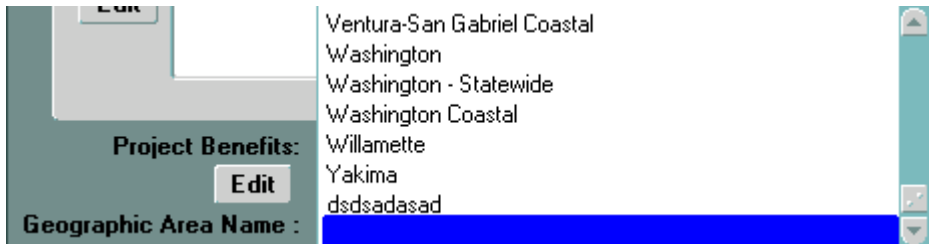
From: To: Edit Add

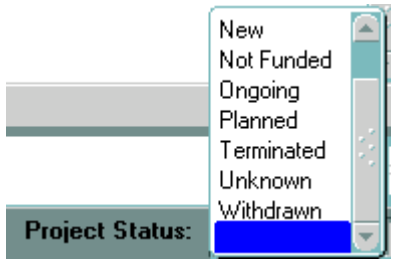
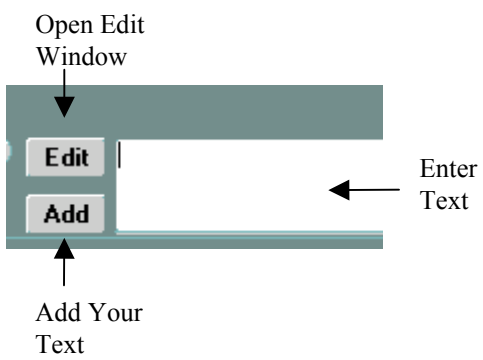
Page 1/11 Save Next Page >>

Figure 7 – Sample Form

The following section provides a detailed description of the options available on a form and the type of information you will enter on the Project Information form.

Step	Option Used on the Form
1. Enter the Project Source	By selecting the tab to the right of the Project Source, you can use the pull-down menu to select an option for the grantee. The options will be restricted to your authorized projects 
2. Select the Objective	By selecting the tab to the right of the Objective, you can use the pull-down menu to select the PCSRF Objective under which the project is conducted: 
3. Enter the Project Reference	By placing your cursor in the Project Reference field, you can enter the project identification number given to the project by the State or Tribe
4. Enter the Project Name	By placing your cursor in the Project Name field, you can enter the name given to the project by the State or Tribe
5. Enter Primary Subgrantee	By selecting the tab to the right, you can use the pull-down menu to select the Primary Subgrantee . This denotes the name of the entity receiving the funds to do the actual project work.
6. Enter Selection Date	By placing your cursor in the Selection Date field, you can enter the date that the funding was committed to the subgrantee through state/tribal decision-making process. This is entered in an mm/dd/yyyy format
7. Enter Start Date	By placing your cursor in the Start Date field, you can enter the date that the project lead/subgrantee proposes to start the project. This is entered in an mm/dd/yyyy format
8. Enter Scheduled End Date	By placing your cursor in the Scheduled End Date field, you can enter the date that the project's lead/subgrantee contract is to be completed. This is entered in an mm/dd/yyyy format
9. Enter Deliverable	By placing your cursor in the Deliverable Date field, you can enter the date that the project worksite deliverables are completed. The project deliverable

Date	date can be entered when deliverables are due beyond the project end date. This is entered in an mm/dd/yyyy format.
10. Enter PCSRF Funds (Proposed)	By placing your cursor in the PCSRF Funds (Proposed) field, you can enter the amount of proposed PCSRF Federal funds being expended on this project in dollars and cents.
11. Enter Fund Year	By placing your cursor in the Fund Year field, you can enter the Fiscal Fund Year that the funding came from. This is entered in an YYYY format.
12. Enter State Funds (Proposed)	By placing your cursor in the State Funds (Proposed) field, you can enter the proposed amount of State funds being expended on this project in dollars and cents.
13. Enter State Funds (Actual)	By placing your cursor in the State Funds (Actual) field, you can enter the actual amount of State funds being expended on this project in dollars and cents.
14. Enter Proposed and Actual Description	<p>By placing your cursor in the Proposed or Actual Description text field, you can provide a short description of the project. The Edit button opens up a window that you can use to provide a more detailed description. The tabs at the top enable you to switch from proposed to actual description area:</p> 
15. Enter Project Benefits	<p>By placing your cursor in the Project Benefits text field, you can provide a short description of the proposed benefits of the project:</p>  <p>The Edit button opens up a window that you can use to provide a more detailed description.</p>
16. Select Geographic Area Name	<p>By selecting the tab to the right of the Geographical Area Name, you can use the pull-down menu to select a geographical area name. In the context of this form, this is usually the Basin or 3rd field HUC where the project takes place. There are, however, statewide projects and projects in Alaska that are not 3rd field HUCs. These may have more general area names.</p> 
17. Select	By selecting the tab to the right of the Project Status , you can use the pull-

Project Status	<p>down menu to select a project status:</p> 
18. Enter Progress Report Dates	<p>By placing your cursor in the Progress Report Dates fields you can enter the dates of the project progress report from mm/dd/yyyy to mm/dd/yyyy. These dates are mandatory only if you are filling in a progress report.</p>
19. Enter Progress Report Text	<p>By placing your cursor in the Progress Report text field, you can provide a progress report on the status of the project. Once you have entered the report, you use the Add button to save the report. The Edit button opens up a window that you can use to provide a more detailed description.</p> 
20. Save	The save button saves the changes to the current record.
21. Next Page	The next page button takes you to the next form

Entry Forms Reference Section

Now that you have become familiar with the Entry Forms and the options available on these forms, the remaining sections and tables will take you, in detail, through the forms used to enter data and to edit existing projects. This includes an overview of the data entry and the proposal process. This is followed by a detailed description of each form and the process for filling out each form.

Overview of the Data Entry Process

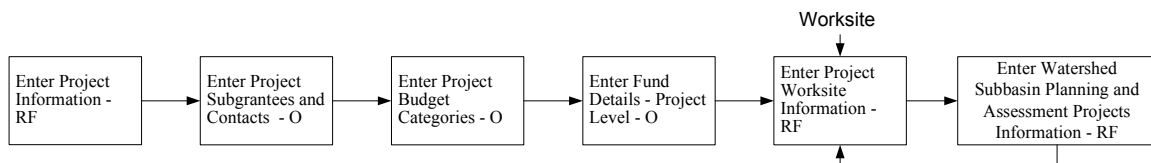
The data entry forms cover six separate objectives. Each of these objectives has a common set of forms you need to use to enter general project information. In addition, each of these objectives has a distinct set of forms for entering information specific to that project at a “worksite” level.

In order to be able to evaluate the effects of a project, it is necessary to collect as much specific information as possible at each location where work is being performed under the project. These real world work locations are referred to as “worksites”. As you work your way through the forms, you will reach a point where you are entering data about a specific worksite. If the project has more than one worksite, you will have the opportunity to enter this information for each worksite. The following process flow shows you the forms for each of the objectives:

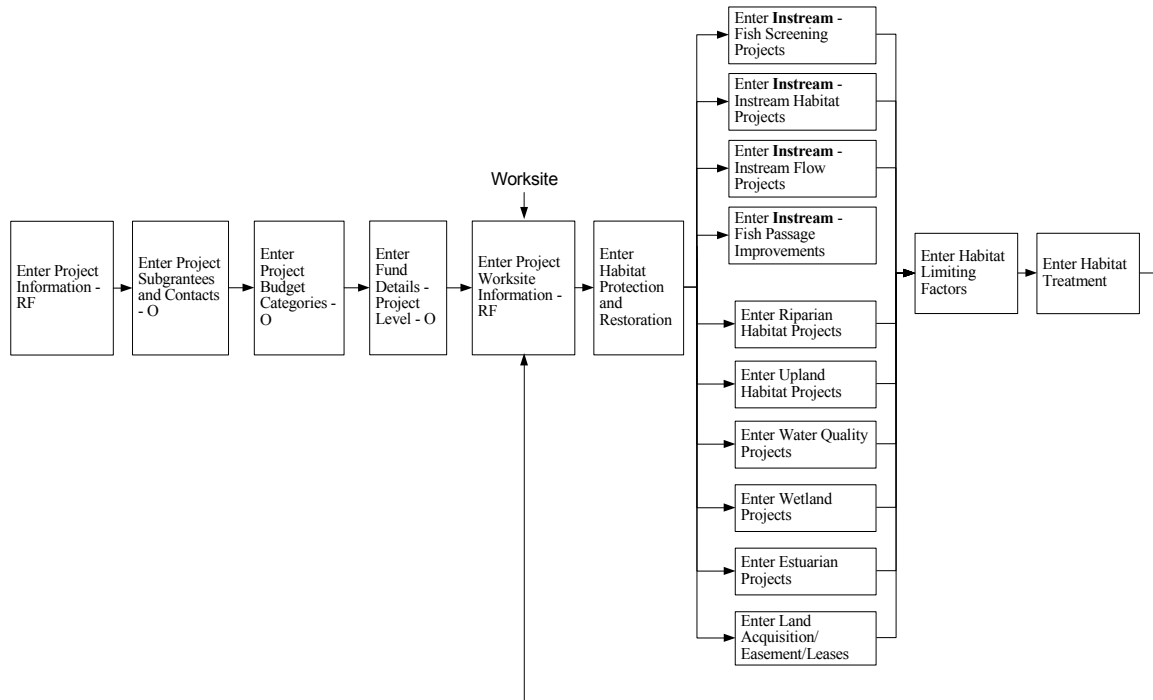
PCSRF Data Entry Flow Charts

“RF” denotes forms that contain required fields and “O” denotes forms that contain optional information. As you will note from the flow charts, after you have completed an objective, you will be asked if you want to repeat this objective for another worksite. The worksite form is denoted on each of these flows

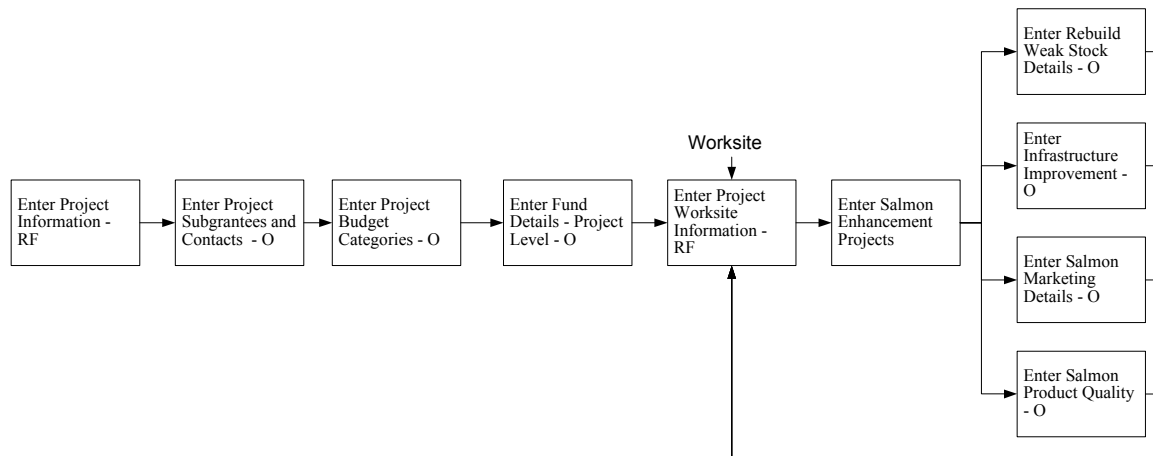
Watershed Subbasin Planning and Assessment Forms -



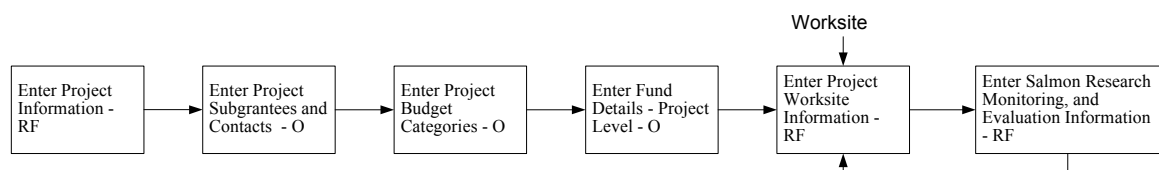
Salmon Habitat Protection and Restoration Forms –



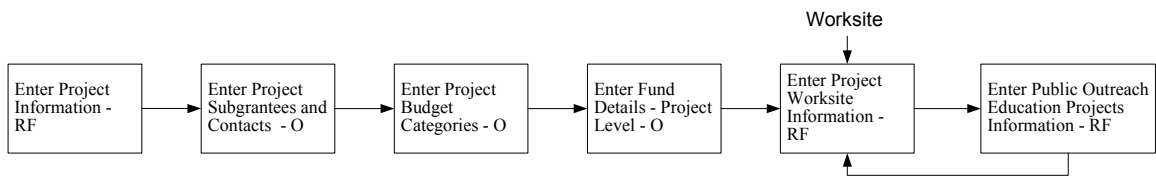
Salmon Enhancement Projects Forms –



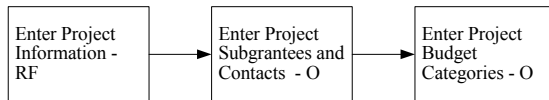
Salmon Research, Monitoring, and Evaluation Forms –



Public Outreach and Education Forms –



Program Administration Forms -



Overview of the Proposal Process

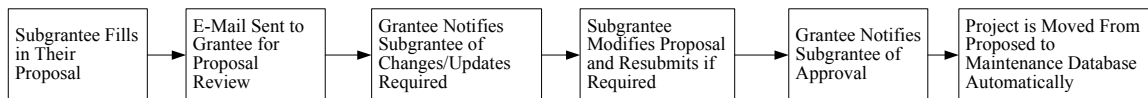
The proposal forms are used to submit a proposed project for approval. The following section is designed to give you an overview of the proposal process and the steps for filling out the proposal forms.

Overview of the Proposal Process

The PCSRF fund was set up by Congress as a means to deliver funding for on the ground Salmonid recovery projects. Congress submits funds to the National Marine Fisheries Commission, who in turn allocates funds to project “Grantees”, such as the states and Tribal Fisheries Commissions. These “Grantees” in turn allocate funds to “subgrantees”, such individual tribes, within the respective commission.

The Project Proposal forms are intended to be used by project “subgrantees”, who are requesting funds through a formal project proposal process. For example the Nooksack Indian Tribe (subgrantee) can use the Project Proposal form to submit projects to the NWIFC (grantee) for approval. If the project is approved, the project will be “marked” as “approved” and the information will be entered into the Production database. There is no need to use the Entry Forms to reenter the information. Any updates or changes should then be made using the Query Edit Forms. The following process flow shows you the process used to submit a proposed project for approval:

Proposal Flow Chart



PCSRF Project Proposal Entry

PCSRF Project Information (Section A)

Project Source : Objective :

Project Reference : Project Name :

Primary Subgrantee : Start Date : Scheduled End Date :

Deliverable Date : PCSRF Funds (Proposed) : State Funds (Proposed) :

Fund Year : Geographic Area Name :

Description (Proposed):

Project Benefits:

Project Approval

Project Status: Selection Date :

PCSRF Funds (Actual): State Funds (Actual):

Figure 8 – Project Proposal Form

Entering Proposal Information - Steps:	User Task:
1. Enter the Project Source	Enter the organization or tribe that is the source for the project. The options will be restricted to your authorized projects
2. Select the Objective	Select the PCSRF Objective under which the project is conducted: Watershed and Sub-basin Planning and Assessment; Salmon Habitat Protection and Restoration; Salmon Enhancement; Salmon Research, Monitoring, and Evaluation; or Public Outreach and Education. Choose one objective for each project.
3. Enter the Project Reference	Enter the number given to the project by the state or tribe
4. Enter the Project Name	Enter the name given to the project by the state or tribe.
5. Enter Primary Subgrantee	Select the primary subgrantee for this project
6. Enter Start Date	Enter the date that the project lead/subgrantee proposes to start the project
7. Enter Scheduled End Date	Enter the scheduled date that the project's lead/subgrantee contract is to be completed.
8. Enter	Enter the date that the project worksite deliverables are completed. The

Deliverable Date	project deliverable date can be entered when deliverables are due beyond the project end date
9. Enter PCSRF Funds (Proposed)	Enter the proposed amount of PCSRF funds being expended on this project in dollars and cents. Unit of Measure or Format - Number in dollars and cents
10. Enter State Funds (Proposed)	Enter the actual amount of state funds being expended on this project in dollars and cents. Unit of Measure or Format - Number in dollars and cents
11. Enter Fund Year	Enter the year covered by the funding for this project. Unit of Measure or Format - YYYY
12. Select Geographical Area Name	Enter the geographical area name. On land the Geographic Area Name is defined as the name of the 3rd field Hydrologic Unit (HUC) or basin. There are, however, statewide projects and projects in Alaska that are not 3 rd field HUCs. These may have more general area names. For ocean/estuarine areas not covered by 3rd field HUC's, the Geographic Area is the name of the water body as shown on NOAA charts or the name of the statistical area. The NWFSC will provide web access to a set of NOAA nautical charts.
13. Enter Proposed Description	Provide a short description of the proposed project. Fish stock(s) or ESUs targeted by the project should be part of this description. The Edit button opens up a window that you can use to provide a more detailed description. Unit of Measure or Format - narrative, limited to 1000 characters
14. Enter Project Benefits	Provide a short description of the expected benefits to fish, for example to improve the range, the breeding or the spawning of a Salmonid population. The Edit button opens up a window that you can use to provide a more detailed description. Unit of Measure or Format - narrative, limited to 1000 characters
Project Approval Section (This section is only used by people designated to do project approval)	
15. Select Project Status	Select the status of the project from the list of available options.
16. Enter Selection Date	Enter the dates of the project approval in the following format: MM/DD/YYYY
17. Enter PCSRF Funds (Actual)	Enter the approved amount of PCSRF funds being expended on this project in dollars.
18. Enter State Funds (Actual)	Enter the approved amount of state funds being expended on this project in dollars.
19. Project Approval	The person designated to do the project approval will use this button to approve the submitted project. This moves the project over to the Production database, and can only be pressed by a user with approval privileges, whereas the Save button only saves the current data in the proposal schema.
20. Save	The save button saves the changes to the current record. When the

	Grantee saves the record with a Project Status, Selection Date, and Actual Funds, it is automatically uploaded from the proposal database to the Production PCSRF Database.
21. Next Page	The next page button takes you to the next form

The remaining forms are identical to forms covered in the [List of Tasks by Objective](#) section starting on page 27.

List of Tasks by Objective

This section gives you step-by-step instructions using the data entry forms to enter your project information. The first section describes the forms that each objective have in common and the steps for filling out these forms. Following this section, are six sections for filling out the remaining forms for each objective.

To enter common forms information

The following section lists the project tasks by objective. This section gives you step-by-step instructions using the data entry forms to enter your project information. The first section describes the steps for entering information in the common forms. The remaining sections describe the steps for entering the remaining forms specific to that objective.

The following section describes the process for entering the following common forms for each objective:

- Enter Project Information
- Enter Project Subgrantees and Contacts
- Enter Project Budget Categories
- Enter Fund Level Details
- Enter Project Worksite Information

PCSRF Project Information

The screenshot shows the 'PCSRF Project Information (Section A)' form. It is a web-based data entry interface with a menu bar (Action, Edit, Query, Block, Record, Field, Help) and a toolbar. The form is titled 'PCSRF Project Tracking Data Entry-- Version 1.1.9- Connected to TRAINING Database'. The form is divided into several sections:

- Primary Subgrantee and Date Fields:** Includes fields for Project Source, Objective, Project Reference, Project Name, Primary Subgrantee, Selection Date, Start Date, Deliverable Date, Scheduled End Date, Actual End Date, Fund Year, PCSRF Funds (Proposed), PCSRF Funds (Actual), State Funds (Proposed), and State Funds (Actual).
- Required Fields:** Indicated by red text for Project Source, Objective, Project Reference, Project Name, Primary Subgrantee, Selection Date, Start Date, Deliverable Date, Scheduled End Date, Actual End Date, Fund Year, PCSRF Funds (Proposed), PCSRF Funds (Actual), State Funds (Proposed), and State Funds (Actual).
- Funding Fields:** Includes PCSRF Funds (Proposed), PCSRF Funds (Actual), State Funds (Proposed), and State Funds (Actual).
- Description Fields:** Includes a large text area for Proposed Description and Actual Description, with an Edit button.
- Benefits, Area Name, Project Status Fields:** Includes Project Benefits, Geographic Area Name, and Project Status.
- Progress Report Dates and Text:** Includes Progress Report Dates (From, To) and a Progress Report text field (Text upto 4000 characters).

Arrows point to various sections of the form:

- Primary Subgrantee and Date Fields
- Required Fields
- Funding Fields
- Description Fields
- Benefits, Area Name, Project Status Fields
- Progress Report Dates and Text

Figure 9 – Project Information Form

The following table takes you through the steps for filling out this form:

Entering Project Information - Steps:	User Task:
1. Enter the Project Source	Select the organization or tribe that is the source for the project. The options will be restricted to your authorized projects
2. Select the Objective	Select the PCSRF Objective under which the project is conducted: Watershed and Sub-basin Planning and Assessment; Salmon Habitat Protection and Restoration; Salmon Enhancement; Salmon Research, Monitoring, and Evaluation; or Public Outreach and Education. Choose one objective for each project.
3. Enter the Project Reference	Enter the number given to the project by the state or tribe
4. Enter the Project Name	Enter the name given to the project by the state or tribe.
5. Enter Primary Subgrantee	Select the primary subgrantee for this project
6. Enter Selection Date	Enter the date funding was submitted to the subgrantee through the state or tribal decision-making process. The format is MM/DD/YYYY
7. Enter Start Date	Enter the date that the project lead/subgrantee proposes to start the project
8. Enter Deliverable Date	Enter the date that the project worksite deliverables are completed. The project deliverable date can be entered when deliverables are due beyond the project end date
9. Enter Scheduled End Date	Enter the scheduled date that the project's lead/subgrantee contract is to be completed.
10. Enter Actual End Date	Enter the actual date that the project's lead/subgrantee contract is completed.
11. Enter Fund Year	Enter the Fiscal Fund Year the funding was given. Unit of Measure or Format – YYYY
12. Enter PCSRF Funds (Proposed)	Enter the the proposed amount of PCSRF funds being expended on this project in dollars and cents. Unit of Measure or Format - Number in dollars and cents
13. Enter PCSRF Funds (Actual)	Enter the actual amount of PCSRF funds being expended on this project in dollars and cents. Unit of Measure or Format - Number in dollars and cents
14. Enter State Funds (Proposed)	Enter the amount of proposed state funds being expended on this project in dollars and cents. Unit of Measure or Format - Number in dollars and cents
15. Enter State Funds (Actual)	Enter the amount of actual state funds being expended on this project in dollars.

	Unit of Measure or Format - Number in dollars and cents
16. Enter Proposed Description	Provide a short description of the proposed project. Fish stock(s) or ESUs targeted by the project should be part of this description. The Edit button opens up a window that you can use to provide a more detailed description (See figure 10). Unit of Measure or Format - narrative, limited to 1000 characters
17. Enter Actual Description	Provide a short description of the actual project. Fish stock(s) or ESUs targeted by the project should be part of this description. Unit of Measure or Format - narrative, limited to 1000 characters

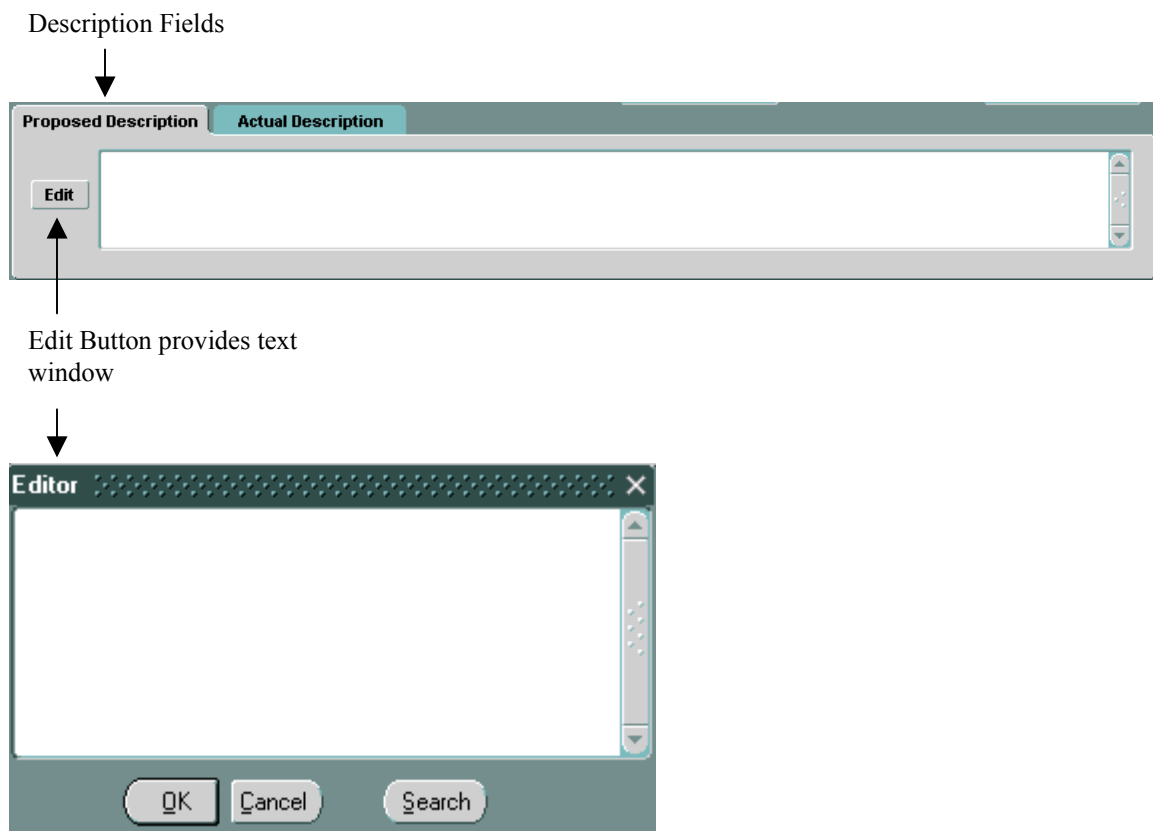


Figure 10 – Edit Button

18. Enter Project Benefits	Provide a short description of the expected benefits to fish, for example to improve the range, the breeding or the spawning ground of a Salmonid population. The Edit button opens up a window that you can use to provide a more detailed description. Unit of Measure or Format - narrative, limited to 1000 characters
19. Select	Enter the geographical area name. On land the Geographic Area Name is

Geographical Area Name	defined as the name of the 3rd field Hydrologic Unit (HUC) or basin. There are, however, statewide projects and projects in Alaska that are not 3 rd field HUCs. These may have more general area names. For ocean/estuarine areas not covered by 3rd field HUC's, the Geographic Area is the name of the water body as shown on NOAA charts or the name of the statistical area. The NWFSC will provide web access to a set of NOAA nautical charts.
20. Select Project Status	Select the status of the project from the list of available options
21. Enter Progress Report Dates	Enter the dates of the project progress report from mm/dd/yyyy to mm/dd/yyyy . These dates are mandatory only if you are filling in a progress report.
22. Enter Progress Report Text	Provide a short progress report. The Edit button opens up a window that you can use to provide a more detailed description. The Add button enables you to add the text you have just entered to your progress report
23. Save	The save button save the changes to the current record
24. Next Page	The next page button takes you to the next form

Project Subgrantees and Contacts

Agency Name

Project Contacts


List Button

New Subgrantee Button

New Contact Button

Figure 11 – Project Subgrantees and Contacts

The following table takes you through the steps for filling out this form:

Entering Project Subgrantees and Contacts - Steps:	User Task:
25. Enter the Agency Name	<p>Use the List button to choose from a list of agencies. You can enter the name in the Find window and selecting the Find button will take you to the name of the agency or to a list of agencies based on the names or letters you have entered. If you use the % sign in front of the name, it will show all of the instances of a given word. If you don't use the % sign, you will only get instances with the name at the beginning. Click on the OK button to make your selection (See figure 12).</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>

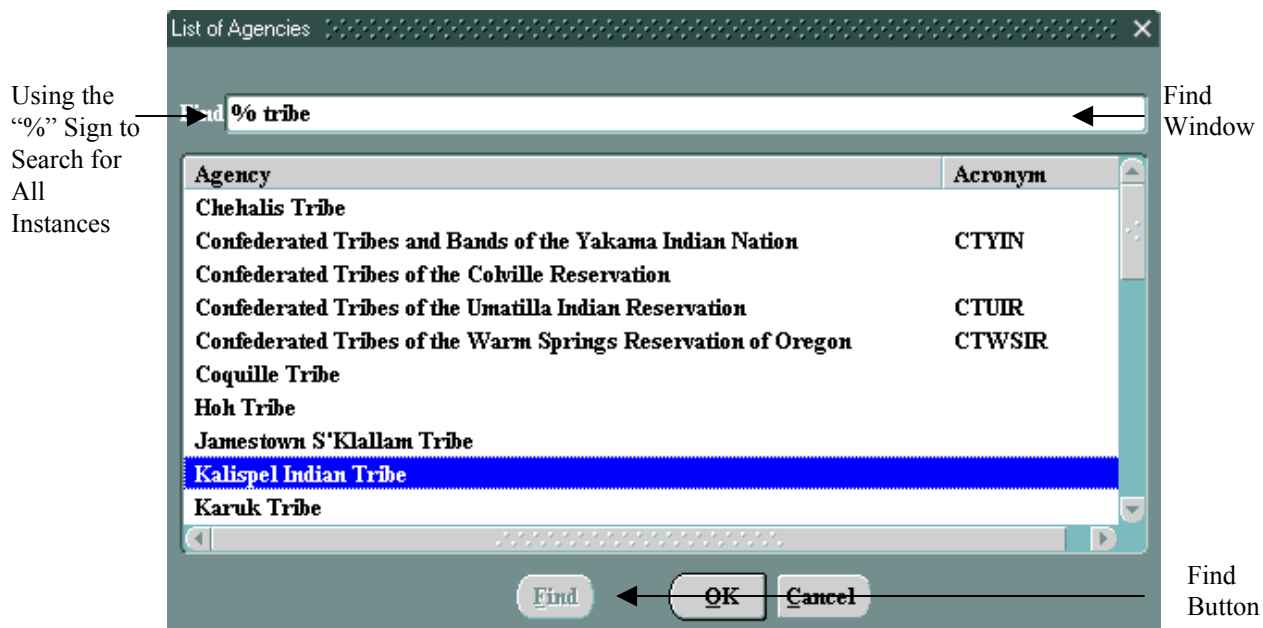




Figure 12 – Choosing the List Button

26. Enter the Acronym	<p>You can only enter an acronym by using the Add New Subgrantee button.</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>
27. Add New Subgrantee	<p>Selecting this button will take you the following screen that you can use to add a new subgrantee. You can enter the new agency in the Agency field. The Parent Agency pull-down menu enables you to select a parent agency for the agency you have entered (See Figure 13).</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>

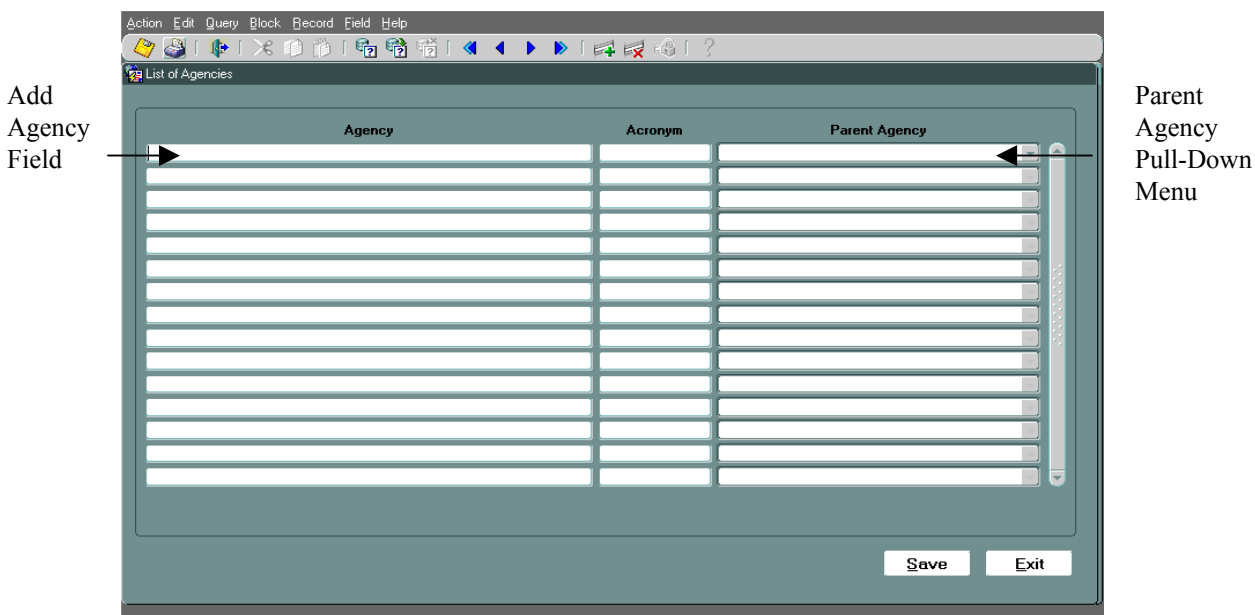



Figure 13 – Choosing the New Subgrantee Button

<p>28. Add New Project Contact</p>	<p>Enter a name to a list of project contacts. You can use the List button to choose from a list of contact persons. You can enter the name in the Find window and selecting the Find button will take you to the name person(s) based on the names or letters you have entered (See figure 14). If you use the % sign in front of the name, it will show all of the instances of a given name. If you don't use the % sign, you will only get instances with the name at the beginning. Click on the OK button to make your selection. You can also enter a job title for the person(s) you have selected.</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>
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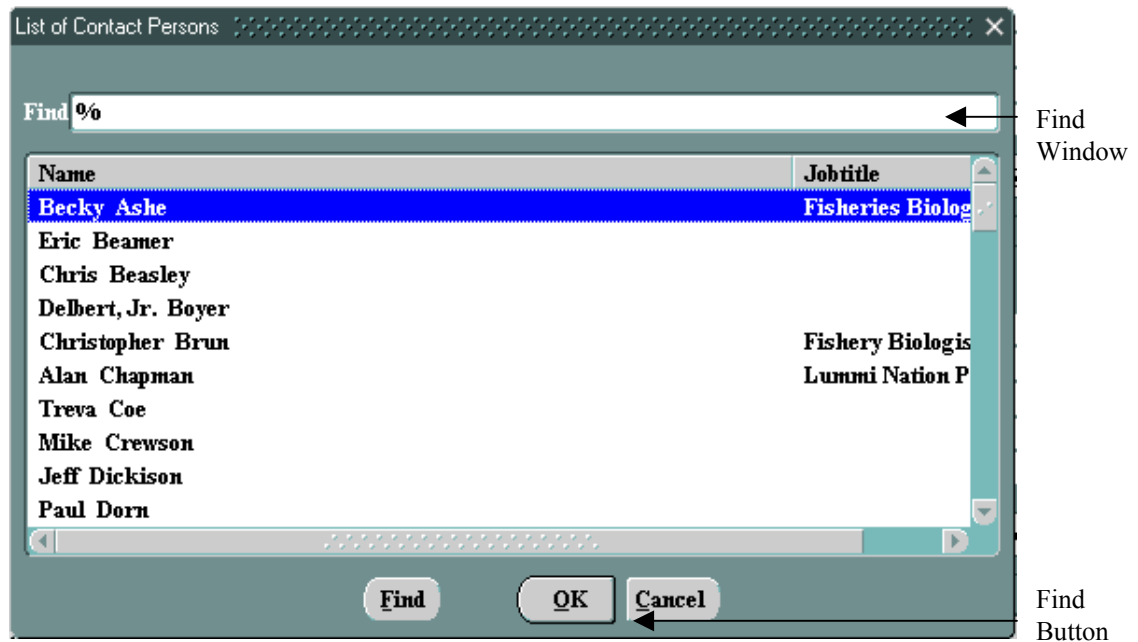


Figure 14 – Choosing the List Button

29. Add New Contact	<p>Selecting this button will take you to the following screen that you can use to add a new contact (See figures 15 and 16). The New Contact form has two separate tabs that enable you to enter the following information:</p> <p><u>Person Tab:</u></p> <p>Last Name – Enter the last name First Name – Enter the first name Middle Name – Enter the middle name Agency – Enter the person’s agency using a pull-down list Job Title – Enter the person’s job title Office – Enter the name of the person’s office URL – Enter the person’s URL Division – Enter the person’s division Interests – Enter the person’s interests Details – Enter any details Nickname – Enter the person’s nickname Notes – Enter any notes or comments that might be relevant Exit – Takes you back to the previous page</p> <p><u>Address Tab:</u></p> <p>Address Type – Enter the person’s address type- home, office, contact Address 1 – Enter the person’s address Address 2 – Enter an additional address, if desired City – Enter the city State – Enter the state Zip – Enter the zip Country – Enter the country Phone – Enter the person’s phone number Cell – Enter the person’s cell phone number Pager – Enter the person’s pager number Email – Enter the person’s cell email address Exit – Takes you back to the previous page</p>
---------------------	--

Person Information

Person Address

Person

Lastname Firstname Middle

Agency

Jobtitle

Office

Url

Division

Interests

Details

Nickname

Notes

Save Exit

Enter Persons Required Contact Information

Figure 15 – Add New Contacts – Person Tab

Person Address

Address

* Address Type

* Address1

Address2

* City

* State

Zip Country

Contact Info

* Phone

Fax

Cell

Pager

Email

Exit

Enter Address and Contact Information

Figure 16 – Add New Contacts – Address Tab

30. Save	The save button save the changes to the current record
31. Previous Page	The previous page button takes you to the previous form
32. Next Page	The next page button takes you to the next form

Project Budget Categories

PCSRF Project Tracking Data Entry-- Version 1.1.9- Connected to TRAINING Database

PCSRF Project Budget Categories This Information is Optional

PCSRF Funds (Proposed) \$: .00 PCSRF Funds (Actual) \$: .00

State Funds (Proposed) \$: .00 State Funds (Actual) \$: .00

Total (Proposed) \$: .00 Total (Actual) \$: .00

Fund Year :

Salary \$:

Fringe \$:

Travel \$:

Supply \$:

Communications/Utilities \$:

Training \$:

Lease/Rental \$:

Equipment Operation & Maintenance \$:

Subcontract \$:

Capitalized Equipment \$:

Professional Service \$:

Other \$:

Indirect \$:

Total Budget Amount \$: .00

Notes:

[View Budget Changes](#)

Page 3/3 **Save** << Previous ... Complete >>

Figure 17 – PCSRF Project Budget Categories

The following table takes you through the steps for filling out this form:

Entering Project Budge Categories - Steps:	User Task:
33. PCSRF Funds (Proposed)	This number is carried over from the number you entered in the Project Information form
34. PCSRF Funds (Actual)	This number is carried over from the number you entered in the Project Information form
35. State Funds (Proposed)	This number is carried over from the number you entered in the Project Information form
36. State Funds (Actual)	This number is carried over from the number you entered in the Project Information form
37. Total (Proposed)	This number is the total of the proposed numbers you have entered
38. Total (Actual)	This number is the total of the actual numbers you have entered

39. Enter Fund Year	Enter the year for which the project is funded
40. Enter Salary Dollars	Enter the amount of the budget used for salaries. You can derive this number by listing all staff positions by title, annual salary, percentage of time or hours assigned to the project, and total cost for the project.
41. Enter Fringe Dollars	Enter the amount of the budget used for fringe expenses
42. Enter Travel Dollars	Enter the amount of the budget used for the types of travel that will be conducted.
43. Enter Supply Dollars	Enter the amount of the budget used for supplies. You can derive this number by identifying the categories of supplies to be purchased (i.e., laboratory supplies, office supplies, fish food, etc.). Supplies shall mean all tangible property other than equipment.
44. Enter Communication Utilities Dollars	Enter the amount of the budget used for common utilities, including cell phone, electrical, internet, etc
45. Enter Training Dollars	Enter the amount of the budget used for training. You can derive this number by identifying the number of trainings and the type of training that will be conducted or attended.
46. Enter Lease/ Rental Dollars	Enter the amount of the budget used for equipment rental. You can derive this number by listing each item and estimated cost.
47. Enter Equipment Operation and Maintenance Dollars	Enter the amount of the budget used for equipment operation and maintenance. You can derive this number by listing each item and the estimated cost
48. Enter Subcontract Dollars	Enter the amount of the budget used for subcontractors. Identify each proposed contract, specify its purpose and estimated cost.
49. Enter Capital Equipment Dollars	Enter the amount of the budget used for capital equipment. You can derive this number by identifying each item to be purchased with an estimated cost in excess of \$5,000 or more per unit and having a useful life of more than one year.
50. Enter Professional Service Dollars	Enter the amount of the budget used for professional services. You can derive this number by identifying each proposed service, specify its purpose and estimated cost.
51. Enter Other Dollars	Enter the amount of the budget used for other expenses not listed on this form. You can derive this number by identifying each item in sufficient detail so it can be determined if the cost is reasonable and allowable
52. Enter Indirect Dollars	Enter the amount of the budget used for indirect expenses
53. Total Budget Amount	This is the total amount based on the earlier figures you have entered.
54. Enter Notes	Enter the any relevant notes or comments related to the budget
56. Save	The save button save the changes to the current record

57. Previous Page	The previous page button takes you to the previous form
58. Next Page	The next page button takes you to the next form

PCSRF Fund Details Project Level

The fund details provided on this form are divided by objective (e.g., A, B, C) and you can enter an amount for each objective

Enter Funding Details at the Project Level

PCSRF Fund Details @ Project Level

(A). Habitat Protection & Restoration \$:

(A.1). Instream Funds \$: * Fund Breakup for Instream Projects

(A.1.1). Fish Screening \$: (A.1.2). Fish Passage improvement \$:

(A.1.3). Instream Flow \$: (A.1.4). Instream Habitat \$:

(A.2). Upland Habitat \$: (A.3). Water Quality \$: (A.4). Riparian Habitat \$:

(A.5). Estuarine \$: (A.6). Land Acquisition \$: (A.7). Wetland \$:

(B). Subbasin Planning \$:

(C). Research Monitoring \$:

(D). Outreach Education \$:

(E). Salmon Enhancement \$: * Fund Breakup for Salmon Enhancement Projects

(E.1). Rebuild Weak Stock \$: (E.2). Infrastructure Improvements \$:

(E.3). Product Quality \$: (E.4). Salmon Marketing \$:

Page 4/11 Save << Previous Page Next Page >>

Figure 18 – PCSRF Fund Details - Project Level

The following table takes you through the steps for filling out this form. The letters and numbers show you the categories and subcategories.

Entering Fund Details Project Level - Steps:	User Task:
59. Enter Habitat Protection and Restoration	<p>Enter the amount of the project level funding used for habitat protection and restoration. Note that you need to fill in subcategories. You cannot, for example, fill in A, skip A.1, and then fill in A.1.1.</p> <p>Instream Funds Enter the amount of the project level funding used for instream projects. The instream funding contains the following four subcategories:</p> <p><u>Fish screening</u> - Enter the amount of the project level funding used for fish screening <u>Fish passage improvement</u> - Enter the amount of the project level funding used for fish passage improvement <u>Instream flow</u> - Enter the amount of the project level funding used for instream flow <u>Instream habitat</u> - Enter the amount of the project level funding used for instream habitat</p> <p><u>Upland Habitat</u> - Enter the amount of the project level funding used for upland habitat <u>Water Quality</u> - Enter the amount of the project level funding used for water quality <u>Riparian Habitat</u> - Enter the amount of the project level funding used for riparian habitat <u>Estuarine</u> - Enter the amount of the project level funding used for estuarine <u>Land Acquisition</u> - Enter the amount of the project level funding used for land acquisition <u>Wetland</u> - Enter the amount of the project level funding used for wetland</p>
60. Enter Subbasin Planning	Enter the amount of the project level funding used for subbasin planning
61. Enter Research Monitoring	Enter the amount of the project level funding used for research monitoring
62. Enter Outreach Education	Enter the amount of the project level funding used for outreach education
63. Enter Salmon Enhancement	<p>Enter the amount of the project level funding used for salmon enhancement. The salmon enhancement funding contains the following four subcategories:</p> <p><u>Rebuild weak stock</u> - Enter the amount of the project level funding used for rebuilding weak stocks <u>Infrastructure Improvements</u> - Enter the amount of the project level funding used for infrastructure improvement <u>Product quality</u> - Enter the amount of the project level funding used for product quality <u>Salmon marketing</u> - Enter the amount of the project level funding used for salmon marketing</p>
64. Save	65. The save button save the changes to the current record

65. Previous Page	The previous page button takes you to the previous form
66. Next Page	The next page button takes you to the next form

Worksite and Spatial Location Overview

The Need for Spatial Accuracy

A continuous spatial data layer stored in a geographic information system (GIS) for all PCSRF funded projects is needed so that consistent spatial analysis can be performed throughout the region. This spatial layer will provide a means for producing consistent reports across political boundaries and for enabling researchers to evaluate the effectiveness of habitat restoration projects based on their relationships to biological information.

In order for this spatial information to be used to assess the effectiveness of the PCSRF projects, it is essential to provide the most accurate spatial representation of a project as possible. The spatial accuracy reported for the 2003 reporting cycle varied greatly among the project participants. Approximately 65% of Habitat and Restoration projects were reported with a spatial location that could be located within a single sixth field HUC, while almost 25% of these projects were reported with a spatial location that could only be located within a third field HUC. Therefore it is a goal for the 2004 reporting cycle to have project partners report spatial locations in a more accurate and consistent way. The purpose of this section is to provide some guidelines on how spatial locations for PCSRF projects can be determined and how these locations should be reported.

How Spatial Location is Determined

Several of the agencies that reported spatial locations for PCSRF projects maintain the project locations in a GIS, and each agency has their own guidelines for how they represent various project types. Physical features on the earth's surface are stored in a GIS as points, lines or polygons depending upon the feature and the spatial scale at which the feature is represented. For example, a bank stabilization project that places rocks on both sides of a stream for 2 miles would be best represented by a line feature constructed by coordinates that were gathered by a person who has walked this section of stream collecting coordinates with a GPS unit. Of course, this is a timely and expensive method for collecting this data. So another method for representing this structure is to determine where the beginning and ending points of the structure fall along a stream network. It may be difficult to determine these points unless accurate field maps are used to collect this data or a GPS is used to gather the information. Both of these methods require field work and may therefore be cost prohibitive.

Determining Spatial Location Without GIS

For partners that do not currently use a GIS to store project locations, an inexpensive method for accurately acquiring spatial locations for a project that does not require field work is by extracting Latitude and Longitude coordinates from a USGS topographic map. These Latitude and Longitude coordinates will be used to create new features in the PCSRF GIS.

The National Geographic Society has created a software package that bundles digital versions of the USGS topographic maps with a user friendly interface that allows a user to search for features by place name or stream name. You can then zoom in to any scale on the topographic map until the project site is located. Once the project location has been found, you can click a point on the map and store the Latitude and Longitude coordinates in a file. Projects that are done over a

stretch of a stream or road can be collected as a series of points using this method and these points can be connected to create a continuous line. In either case these coordinate files can be used to report the spatial location of a PCSRF project. If the feature is referenced to an existing stream or road, that information should also be supplied so that the feature can be used to more accurately place the new feature in a GIS.

PCSRF Worksite

Provide a worksite location for each worksite within a project. If you are supplying the spatial data in a GIS format, check “GIS Data Provided” (Please see the Appendix A on how to FTP this data). If you are providing spatial locations through this form provide the most accurate spatial location that you have available, only one section needs to be filled in. Latitude and Longitude coordinate pairs is the preferred format and will provide the most accurate means for locating a worksite.

Entering Worksite Location Information

PCSRF Project Tracking Data Entry-- Version 1.2.3- Connected to TRAINING Database

Project Worksite Location

GIS Data Provided? ☐ Yes ☒ No

If No, provide one of the following:

Work Start Date : Work End Date :

State : County :

Latitude : Longitude :

OR

Streamname : LLID :

OR

Begin Ft : End Ft :

Township : Range : Section :

OR

3rd Field HUC : 4th Field HUC :

5th Field HUC :


Targeted ESU (Evolutionary Significant Unit)

Select ESU

Page 5/17

Save << Previous Page Next Page >>

Figure 19 – Project Worksite

Entering Worksite Information - Steps:	User Task:
72. Enter GIS Data Provided	Select whether or not GIS data is provided for this worksite. If GIS data is not provided, you will need to provide the following:
73. Enter Work Start Date	Enter the date the work has or will start for this worksite
74. Enter Work End Date	Enter the date the work has or will end for this worksite
75. Enter State	Enter the state in which this worksite is located
76. Enter County	Enter the county in which this worksite is located
77. Enter Latitude	Enter the latitude at which this worksite is located
78. Enter Longitude	Enter the longitude at which this worksite is located
	Or you can
79. Enter Streamname	Enter the stream name at which this worksite is located
80. Enter LLID	Enter the latitude/longitude identifier code for the location of the worksite. This identifier is given in decimal degrees
81. Enter Begin Ft	Enter the a range beginning in feet at which this worksite is located
82. Enter End Ft	Enter the a range ending in feet at which this worksite is located
	Or you can
83. Enter Township	Enter the township at which this worksite is located
84. Enter Range	Enter the range at which this worksite is located
85. Enter Section	Enter the section at which this worksite is located
	Or you can
86. Select the 3 ^d Field HUC	Select the 3 ^d Field HUC at which this worksite is located
87. Enter 4 ^d Field HUC	Enter the 4 ^d Field HUC at which this worksite is located
88. Enter 5 ^d Field HUC	Enter the 5 ^d Field HUC at which this worksite is located
89. Enter Targeted ESUs	<p>Enter the ESU at which this worksite is located. You can also use the List button to choose from a list of ESUs. You can enter the name of the ESU in the Find window and selecting the Find button will take you to the name of the ESU or to a list of ESUs based on the names or letters you have entered. If you use the % sign in front of the name, it will show all of the instances of a given word. If you don't use the % sign, you will only get instances with the name at the beginning. Click on the OK button to make your selection.</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>

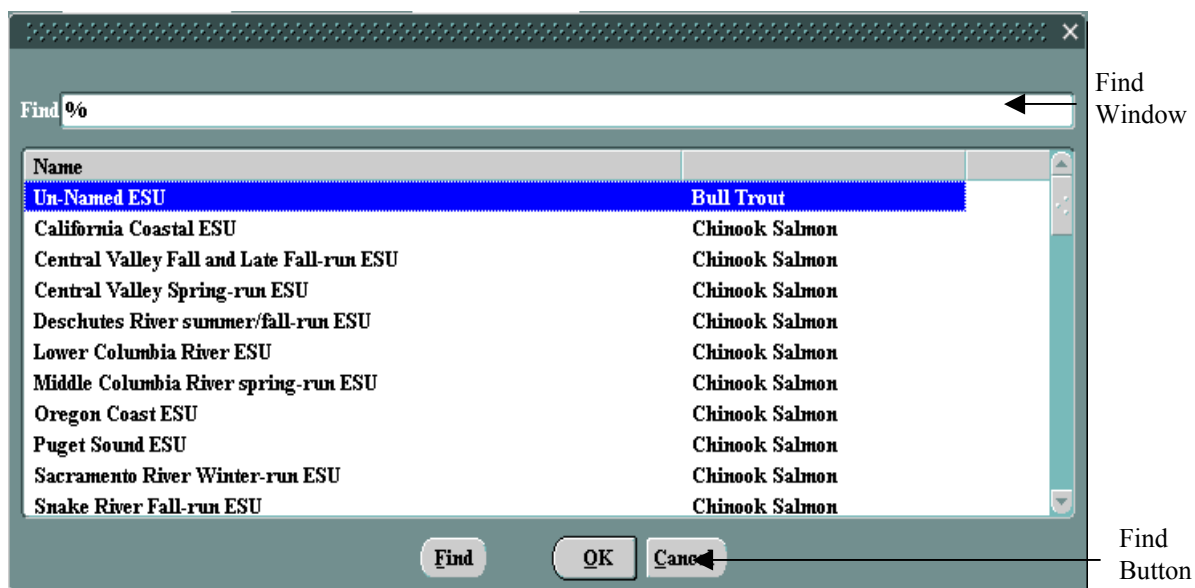


Figure 20 – Choosing the List Button

90. Save	The save button save the changes to the current record
91. Previous Page	The previous page button takes you to the previous form
92. Next Page	The next page button takes you to the next form

Now that you have completed the Common Forms, clicking on the following links will take you directly to the specific task(s) by objective.

[Entering Watershed Subbasin Planning and Assessment Information](#) (Page 45)

[Entering Salmon Habitat Protection and Restoration Information](#) (Page 48)

[Entering Salmon Enhancement Projects](#) (Page 62)

[Entering Salmon Research, Monitoring, and Evaluation](#) (Page 73)

[Entering Public Outreach and Education](#) (Page 75)

[Entering Program Administration Information](#) (Page 76)

To enter watershed subbasin planning and assessment information

This section assumes you have entered the common forms for this objective. For instructions on entering data in the first five forms for watershed subbasin planning and assessment, go to the [Entering Common Forms](#) section. After you have completed these forms, you need to complete the following form to complete a watershed subbasin planning and assessment project.

Watershed Subbasin Planning and Assessment Information

Questions About Subbasin Planning and Assessment

PCSRF Project Tracking Data Entry-- Version 1.1.9- Connected to TRAINING Database

Watershed And Sub-Basin Planning And Assessment Projects (Section B)

You must answer all the questions

Does the project fund operations of watershed councils, or provide technical assistance to watershed councils? ☐ Yes ☐ No

Does the project provide staff support and/or infrastructure costs directly related to assessments or recovery planning? ☐ Yes ☐ No

Does this project support development of a plan or assessment? If so, record the name of the plan/assessment ☐ Yes ☐ No

Has the plan or assessment funded with PCSRF been completed? This will show how many plans were completed each year. ☐ Yes ☐ No

	Proposed	Actual
Does the plan/assessment identify/prioritize specific factors limiting the production of populations and ESUs or conservation opportunities at the watershed scale?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Does the plan/assessment incorporate biological goals consistent with State or Tribal conservation plans or Technical Recovery Team recommendations?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Does the plan/assessment identify actions needed to meet goals?	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Has the plan/assessment been used by a local watershed group to guide restoration actions? The purpose of watershed plans or assessment is to guide decision making and implementation	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
The number of stream miles surveyed for this plan/assessment that contain anadromous Pacific Salmon	<input type="text"/>	<input type="text"/>
The number of stream miles surveyed for this plan/assessment that have riparian disturbance; for example landslide, road, parking lot, vegetation clearing	<input type="text"/>	<input type="text"/>

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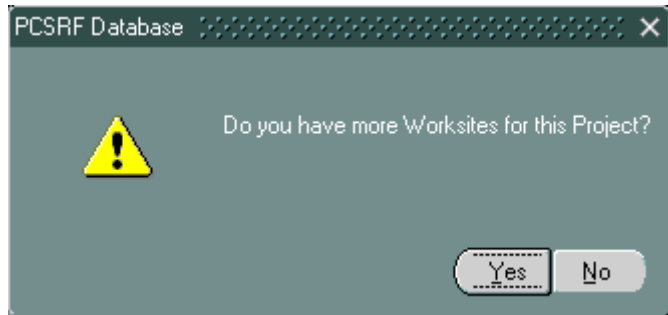
Save << Previous Page Complete >>

Figure 21 – Watershed Subbasin Planning and Assessment Projects

Entering Watershed Subbasin Planning and Assessment Information - Steps:	User Task: You must answer all of these questions
1. Answer Funding Question	Select either Yes or No – Does the project fund operations of watershed councils, or provide technical assistance to watershed councils?
2. Answer Staff Support and Infrastructure Question	Select either Yes or No – Does the project provide staff support and/or infrastructure costs directly related to assessments or recovery planning?
3. Answer Project Support Question	Select either Yes or No – Does this project support development of a plan or assessment? If so, record the name of the plan/assessment. Use the text bar to enter the name
4. Answer Project Funding Question	Select either Yes or No – Has the plan or assessment funded with PCSRF been completed? This will show how many plans were completed this year?
5. Answer Plan/Assessment Question	For both proposed and actual, select either Yes or No – Does the plan/assessment identify/prioritize specific factors limiting the production or populations and ESUs or conservative opportunities at the watershed scale? Note: If you answer no to any of the proposed or actual questions on this form, the following window will appear asking you to explain your answer.



Figure 22 – Explanation Window

6. Answer Biological Goals Question	For both proposed and actual, select either Yes or No – Does the plan/assessment incorporate biological goals consistent with State or Tribal conservation plans or Technological Recovery Team recommendations?
7. Answer Actions Needed Question	For both proposed and actual, select either Yes or No – Does the plan/assessment identify actions needed to meet goals?
8. Answer Actions Restoration Question	For both proposed and actual, select either Yes or No – Has the plan/assessment been used by a local watershed group to guide restoration actions? The purpose of watershed plans or assessments is to guide decision making and implementation
9. Enter Stream Miles	Enter the number of stream miles surveyed for this plan/assessment that contain anadromous pacific salmon? These would include landslides, roads, and parking lots. Unit of Measure or Format - Number (miles to .01 miles)
10. Enter Stream Miles	Enter the number of stream miles surveyed for this plan/assessment that have riparian disturbance. Unit of Measure or Format - Number (miles to .01 miles)
11. Save	The save button save the changes to the current record
12. Previous Page	The previous page button takes you to the previous form
13. Complete	<p>When you select the Complete button, you will be asked if you have more Worksites for this project:</p>  <p>If you answer Yes, you will be taken back to the Project Worksite form. If No, your watershed subbasin planning and assessment objective is completed and you will be taken back to the Project Information Form</p>

To enter salmon habitat protection and restoration information

This section assumes you have entered the common forms for this objective. For instructions on entering data in the first five forms for salmon habitat protection and restoration, go to the [Entering Common Forms](#) section. After you have completed these forms, you need to complete the following forms to complete the salmon habitat protection and restoration objective:

Salmon Habitat Protection and Restoration Information

The screenshot shows the 'Habitat Protection and Restoration' form in the PCSRF Project Tracking Data Entry application. The form is titled 'Habitat Protection and Restoration' and contains the following fields and options:

- Monitoring Type Proposed :** A text input field with an 'Edit' button.
- Monitoring Type Actual :** A text input field with an 'Edit' button.
- Stream section treated (miles) :** Two text input fields, one for 'Proposed' and one for 'Actual'.
- Habitat Selections:** A series of checkboxes for different habitat types:
 - ☐ Instream
 - ☐ Fish Screening
 - ☐ Instream Flow
 - ☐ Instream Habitat
 - ☐ Fish Passage Improvement
 - ☐ Riparian Habitat
 - ☐ Wetland
 - ☐ Upland Habitat
 - ☐ Estuarine
 - ☐ Water Quality
 - ☐ Land Acquisition /Easements/leases

Annotations on the left side of the form indicate:

- 'Describing Monitoring Type' points to the 'Monitoring Type Proposed' and 'Monitoring Type Actual' fields.
- 'Selecting the Type of Project' points to the habitat selection checkboxes.

The form footer includes 'Page 6/17', a 'Save' button, and navigation buttons '<< Previous Page' and 'Next Page >>'.

Figure 23 – Salmon Habitat Protection and Restoration

Entering Salmon Habitat Protection and Restoration Information - Steps:	User Task:
1. Enter Monitoring Type (Proposed)	Enter text about the type of monitoring proposed. Note: the Edit button will expand the window so you can add additional text. Unit of Measure or Format - narrative, limited to 1000 characters
2. Enter Monitoring Type (Actual)	Enter text about the actual type of monitoring. Note: the Edit button will expand the window so you can add additional text. Unit of Measure or Format - narrative, limited to 1000 characters
3. Enter Stream Miles	Enter the proposed and actual stream section treated in miles. Note: the Edit button will expand the window so you can add additional text. Unit of Measure or Format - Number (miles to .01 miles)
4. Select Type of Project	Select the type of project. The selection you make will determine the forms that follow. After you have selected the appropriate project type, the link will take you to instructions for filling out the project details for your selection. You choose from the following options: <ul style="list-style-type: none"> • Instream forms: <ul style="list-style-type: none"> - Fish Screening - Instream Habitat - Instream Flow - Fish Passage Improvement • Riparian Habitat • Upland Habitat • Water quality – Water quality does not have any detailed level data captured • Wetland • Estuarine • Land Acquisition/Easements/Leases
5. Save	The save button save the changes to the current record
6. Previous Page	The previous page button takes you to the previous form
7. Next Page	The next page button takes you to the next form

Fish Screening

Describing the Fish Screening

PCSRF Project Tracking Data Entry-- Version 1.2.3- Connected to TRAINING Database

Fish Screening Projects

	Proposed	Actual
Number of screen(s) installed	<input type="text"/>	<input type="text"/>
The flow rate of water diverted (cfs)	<input type="text"/>	<input type="text"/>
Quantity of water protected by screens (duty) (acre-feet/Year)	<input type="text"/>	<input type="text"/>

Page 7/17 **Save** << Previous Page Next Page >>

Figure 24 – Fish Screening Projects

8. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the number of screen(s) installed
9. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the flow rate of water diverted Unit of Measure or Format - Number cubic feet per second
10. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the quantity of water protected by screens (duty) Unit of Measure or Format - Number (acre-feet)/year
11. Save	The save button save the changes to the current record
12. Previous Page	The previous page button takes you to the previous form
13. Next Page	The next page button takes you to the next form

Instream Habitat

Describing
the Instream
Habitat
Details

PCSRF Project Tracking Data Entry-- Version 1.2.3- Connected to TRAINING Database

Instream Habitat Project Details

	Proposed	Actual
The number of miles of streambank stabilization treatment (miles to .01 miles)	<input type="text"/>	<input type="text"/>
Length of instream habitat treated, except for bank stabilization (miles to .01 miles)	<input type="text"/>	<input type="text"/>

Page 8/17 **Save** << Previous Page Next Page >>

Figure 25 – Instream Habitat Details

14. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the number of miles of streambank stabilization treatment Unit of Measure or Format - Number (miles to .01 miles)
15. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the length of instream habitat treated, except for bank stabilization Unit of Measure or Format - Number (miles to .01 miles)
16. Save	The save button save the changes to the current record
17. Previous Page	The previous page button takes you to the previous form
18. Next Page	The next page button takes you to the next form

Instream Flow

Describing the Instream Flow Details

PCSRF Project Tracking Data Entry-- Version 1.2.3- Connected to TRAINING Database

Instream Flow Project Details

	Proposed	Actual
Amount of water returned to the stream (cfs)	<input type="text"/>	<input type="text"/>
The start date of the return flow	<input type="text"/>	<input type="text"/>
The end date of the return flow	<input type="text"/>	<input type="text"/>
# of water flow gauges installed	<input type="text"/>	<input type="text"/>
Volume of water leased or purchased (acre feet)	<input type="text"/>	<input type="text"/>

Page 9/17 **Save** << Previous Page Next Page >>

Figure 26 – Instream Flow Details

19. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the amount of water returned to the stream Unit of Measure or Format - Number cubic feet per second
20. Enter Start Date	Enter the proposed and actual start date of the return flow Unit of Measure or Format - Number cubic feet per second
21. Enter End Date	Enter the proposed and actual end date of the return flow Unit of Measure or Format - Number cubic feet per second
22. Enter Number of Gauges	Enter the proposed and actual number of water flow gauges installed Unit of Measure or Format - Number cubic feet per second
23. Enter Volume	Enter the proposed and actual volume of water leased or purchased Unit of Measure or Format - Number cubic feet per second
24. Save	The save button save the changes to the current record
25. Previous Page	The previous page button takes you to the previous form
26. Next Page	The next page button takes you to the next form

Fish Passage Improvement

Describing the Fish Passage Improvement Details

PCSRF Project Tracking Data Entry-- Version 1.2.3- Connected to TRAINING Database

Fish Passage Improvement Project Details

	Proposed	Actual
Number of fish passage blockages removed or improved	<input type="text"/>	<input type="text"/>
Length of stream made accessible by the removal of barriers other than culverts (miles to .01 miles)	<input type="text"/>	<input type="text"/>
Length of stream made accessible for passage of salmon species by the improvement or removal of culverts (miles to .01 miles)	<input type="text"/>	<input type="text"/>

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Figure 27 – Fish Passage Improvement Details

27. Enter Number of Passage	Enter the number of fish passage blockages removed or improved
28. Enter Length of Stream	Enter the length of stream made accessible by the removal of barriers other than culverts Unit of Measure or Format - Number (miles to .01 miles)
29. Enter Length of Stream	Enter the length of stream made accessible for salmon species by the improvement or removal of culverts Unit of Measure or Format - Number (miles to .01 miles)
30. Save	The save button save the changes to the current record
31. Previous Page	The previous page button takes you to the previous form
32. Next Page	The next page button takes you to the next form

Riparian Habitat

Describing
the Riparian
Habitat
Details

PCSRF Project Tracking Data Entry-- Version 1.2.3- Connected to TRAINING Database

Riparian Habitat Project Details

	Proposed	Actual
Length of riparian stream bank treated (miles to .01 miles)	<input type="text"/>	<input type="text"/>
Amount of riparian area treated except for invasive species treatment (acres)	<input type="text"/>	<input type="text"/>
Amount of riparian area treated for invasive plant species (acres)	<input type="text"/>	<input type="text"/>

Page 11/17 **Save** << Previous Page Next Page >>

Figure 28 – Habitat Project Details

33. Enter Length of Stream	Enter the length of riparian stream bank treated Unit of Measure or Format - Number (miles to .01 miles)
34. Enter Amount Treated	Enter the amount of riparian area treated except for invasive species treated Unit of Measure or Format - Number (acres)
35. Enter Amount Treated	Enter the amount of riparian area treated for invasive plant species Unit of Measure or Format - Number (acres)
36. Save	The save button save the changes to the current record
37. Previous Page	The previous page button takes you to the previous form
38. Next Page	The next page button takes you to the next form

Upland Habitat

Describing the Upland Habitat Details

Upland Habitat Project Details

	Proposed	Actual
Amount of upland habitat area treated (acres)	<input type="text"/>	<input type="text"/>
Length of road treated (miles to .01 miles)	<input type="text"/>	<input type="text"/>

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Figure 29 – Upland Habitat Project Details

39. Enter Amount Treated	Enter the proposed and actual numbers for the amount of upland habitat area treated Unit of Measure or Format - Number (acres)
40. Enter Amount Treated	Enter the proposed and actual numbers for length of road treated Unit of Measure or Format - Number (miles to .01 miles)
41. Save	The save button save the changes to the current record
42. Previous Page	The previous page button takes you to the previous form
43. Next Page	The next page button takes you to the next form

Wetland Project

Describing the Wetland Project Details

Wetland Project Details

	Proposed	Actual
Amount of wetland area treated (acres)	<input type="text"/>	<input type="text"/>
Amount of artificial wetland area created (acres)	<input type="text"/>	<input type="text"/>
Amount of wetland area of invasive species proposed for treatment and actually treated (acres)	<input type="text"/>	<input type="text"/>

Page 13/17 **Save** << Previous Page Next Page >>

Figure 30 – Wetland Project Details

44. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the amount of wetland area treated Unit of Measure or Format - Number (acres)
45. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the amount of artificial wetland area created Unit of Measure or Format - Number (acres)
46. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the amount of wetland area of invasive species proposed for treatment and actually treated Unit of Measure or Format - Number (acres)
47. Save	The save button save the changes to the current record
48. Previous Page	The previous page button takes you to the previous form
49. Next Page	The next page button takes you to the next form

Estuarine Project

Describing
the Estuarine
Project
Details

PCSRF Project Tracking Data Entry-- Version 1.2.3- Connected to TRAINING Database

Estuarine Project Details

	Proposed	Actual
Acres of estuary proposed for treatment and actually treated. Note: include creation of estuarine wetlands (acres)	<input type="text"/>	<input type="text"/>
Acres of artificial estuary proposed for creation and actually created from an area not formerly saline (acres)	<input type="text"/>	<input type="text"/>
This refers to meander miles of stream bank proposed for protection and actually protected by acquisition, easement or lease. Count miles on both sides of stream if both sides are acquired. Count on one side if only one side is acquired. (acres)	<input type="text"/>	<input type="text"/>

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Figure 31 – Estuarine Project Details

50. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the acres of estuary proposed for treatment and actually treated. Note: include creation of estuarine wetlands. Unit of Measure or Format - Number (acres)
51. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the acres of artificial estuary proposed for creation and actually created from an area not formerly saline. Unit of Measure or Format - Number (acres)
52. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the meander miles of stream bank proposed for protection and actually protected by acquisition, easement or lease. You count miles on both sides of the stream if both sides are acquired, or you count on one side if only one side is acquired. Unit of Measure or Format - Number (miles to .01 miles)
53. Save	The save button save the changes to the current record
54. Previous Page	The previous page button takes you to the previous form
55. Next Page	The next page button takes you to the next form

Land Acquisition Project

Describing
the Land
Acquisition
Details

PCSRF Project Tracking Data Entry-- Version 1.2.3- Connected to TRAINING Database

Land Acquisition Project Details

	Proposed	Actual
Amount of land, wetland or estuarine area protected with acquisition/easement/lease (acres)	<input type="text"/>	<input type="text"/>
Length of stream bank protected through land acquisition/easement/lease (miles to .01 miles)	<input type="text"/>	<input type="text"/>

Page 15/17 **Save** << Previous Page Next Page >>

Figure 32 – Land Acquisition Details

56. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the amount of land, wetland or estuarine area protected with acquisition/easement/lease. Unit of Measure or Format - Number (acres)
57. Enter Count Proposed and Actual	Enter the proposed and actual numbers for the length of stream bank protected through land acquisition/easement/lease Unit of Measure or Format - Number (miles to .01 miles)
58. Save	The save button save the changes to the current record
59. Previous Page	The previous page button takes you to the previous form
60. Next Page	The next page button takes you to the next form

Habitat Limiting Factors

Choosing a Limiting Factor

Limiting Factor

Proposed/ Actual

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Save

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Selecting Proposed or Actual

Figure 33 – Habitat Limiting Factors

61. Select the Limiting Factors	<p>Use the List button to choose from a list of limiting factors. You can enter the factor in the Find window and selecting the Find button will take you to the factor based on the letters you have entered. Click on the OK button to make your selection.</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>
62. Select Proposed or Actual	<p>The Proposed or Actual pull-down menu enables you to select a either proposed or actual for the limiting factor selected.</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>
63. Save	The save button save the changes to the current record
64. Previous Page	The previous page button takes you to the previous form
65. Next Page	The next page button takes you to the next form

Habitat Treatment




PCSRF Project Tracking Data Entry-- Version 1.1.9- Connected to TRAINING Database

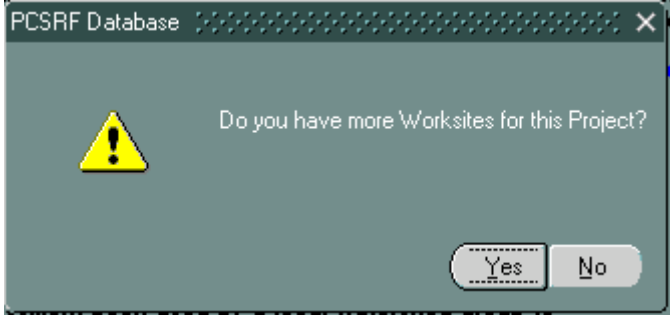
Habitat Treatment

Habitat Treatment	Treatment Type	Proposed/Actual
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

Page 17/17 **Save** << Previous Page Completed

Figure 34 – Habitat Treatment

66. Select the Habitat Treatment	<p>Use the List button to choose from a list of habitat treatments. You can enter the name in the Find window and selecting the Find button will take you to the habitat treatment based on the names or letters you have entered. Click on the OK button to make your selection.</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>
67. Enter the Treatment Type	<p>Enter the treatment type for the habitat treatment you have selected</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>
68. Enter the Treatment Type	<p>The Proposed or Actual pull-down menu enables you to select either proposed or actual for the limiting factor selected.</p> <p>If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar</p>
69. Save	The save button save the changes to the current record
70. Previous Page	The next page button takes you to the previous form
71. Complete	When you select the Complete button, you will be asked if you have more Worksites for this project:

	<div data-bbox="522 207 1188 520">A screenshot of a Windows-style dialog box titled "PCSRF Database" with a close button (X) in the top right corner. The dialog has a dark gray background. On the left side, there is a yellow triangular warning icon with a black exclamation mark. To the right of the icon, the text "Do you have more Worksites for this Project?" is displayed in a light gray font. At the bottom right of the dialog, there are two buttons: "Yes" and "No", both with a dotted border and a light gray fill.</div> <p data-bbox="522 556 1372 655">If you answer Yes, you will be taken back to the Project Worksite form. If No, your habitat protection and restoration objective is completed and you will be taken back to the Project Information Form</p>
--	--

To enter salmon enhancement projects

This section assumes you have entered the common forms for this objective. For instructions on entering data in the first five forms for Salmon Enhancement, go to the [Entering Common Forms](#) section. After you have completed these forms, you need to complete the following forms to complete the Salmon Enhancement objective:

Salmon Enhancement Information

Specifying the Type of Enhancement

Salmon Enhancement Projects

Name the type of enhancement addressed by the project:

- ☐ Supplementation
- ☐ Fish Marking Technology
- ☐ Production Technology
- ☐ Fisheries Management
- ☐ Rebuilding weak stocks or sustaining/enhancing salmon populations
- ☐ Projects that assist Alaskan salmon industry entities: fishermen, processors and/or salmon dependent communities
- ☐ Salmon industry individuals and entities benefited by infrastructure improvement.
- ☐ Alaska projects that involve marketing salmon
- ☐ Projects adding salmon product quality and value improvements

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Figure 35 – Salmon Enhancement Projects

Entering Salmon Enhancement Projects information - Steps:	User Task:
1. Select Enhancement Type	<p>Name the type of enhancement addressed by the project: You choose from the following options:</p> <ul style="list-style-type: none">• Supplementation• Fish Marking Technology• Production Technology• Fisheries Management• Rebuilding weak stocks or sustaining/enhancing salmon populations• Projects that assist Alaskan on industry entities: fishermen, processors and/or salmon dependent communities. If you choose the last option, you will need to choose one of the following:<ul style="list-style-type: none">○ Salmon industry individuals and entities benefited by infrastructure improvement○ Alaska projects that involve marketing salmon○ Projects adding salmon product quality and value improvements

Fish Marking and Product Enhancement

Enhancement Questions

Choosing and Specifying The Enhancement




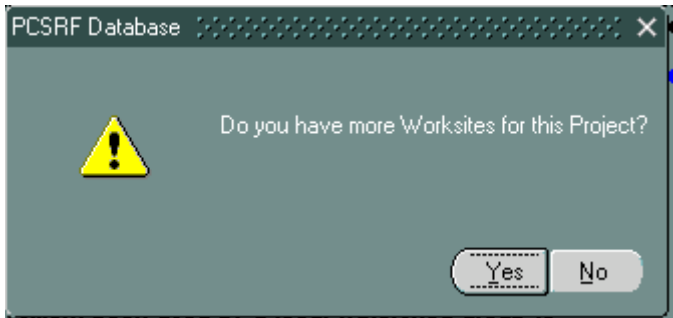
Choosing and Specifying The Fish Marketing Details

The screenshot shows the PCSRF Project Tracking Data Entry form, Version 1.2.2, connected to the TRAINING Database. The form is titled "Fish Marking & Product Enhancement". It contains the following sections:

- Enhancement Questions:** Two questions with "Proposed" and "Actual" columns, each with "Yes" and "No" radio buttons.
 - Question 1: "Does the project evaluate potential sites or strategies for Pacific salmon enhancement to promote fisheries that do not impact depressed stocks?"
 - Question 2: "Enhancement projects that reduce effort on depressed stocks. Report whether or not the project implements management measures designed to reduce fishing effort on depressed stocks."
- Enhancement Types:** A section titled "Choose one or more enhancements from pull down list and enter the number of each enhancement." It includes columns for "Count Proposed", "Count Actual", and "Enhancement Types" (a pull-down list).
- Fish Marking Details:** A section with columns for "Count Proposed", "Count Actual", "Purpose" (a pull-down list), and "Species" (a pull-down list).

At the bottom of the form, there is a "Page 7/11" indicator, a "Save" button, and navigation buttons "<< Previous ..." and "Complete>>".

Figure 36 – Fish Marking Technology

2. Answer Project Question	Select either Yes or No – Does the project evaluate potential sites or strategies for Pacific salmon enhancement to promote fisheries that do not impact depressed stocks?
3. Answer Measurement Question	Select either Yes or No – Report whether or not the project implements management measures designed to reduce fishing efforts on depressed stock?
4. Enter Count Proposed	Enter the number of proposed enhancements
5. Enter Count Actual	Enter the number of actual enhancements
6. Select Enhancement Types	Use the pull-down menu to choose from the list of enhancement types To add additional rows so you can add additional information, you need to select the insert record button  on the toolbar
Fish Marking Details	
7. Enter Count Proposed	Enter the proposed number
8. Enter Count Actual	Enter the actual number
9. Select Purpose	Use the pull-down menu to choose from the list of goals for the fish marketing. If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar
10. Select Species	Use the pull-down menu to choose from the list of species To add additional rows so you can add additional information, you need to select the insert record button  on the toolbar
11. Save	The save button save the changes to the current record
12. Previous Page	The next page button takes you to the previous form
13. Complete	<p>When you select the Complete button, you will be asked if you have more Worksites for this project:</p>  <p>If you answer Yes, you will be taken back to the Project Worksite form. If No, your enhancement objective is completed and you will be taken back to the Project Information Form.</p>

Rebuilding Weak Stocks



Choosing and Specifying The Rebuild Weak Stock Details

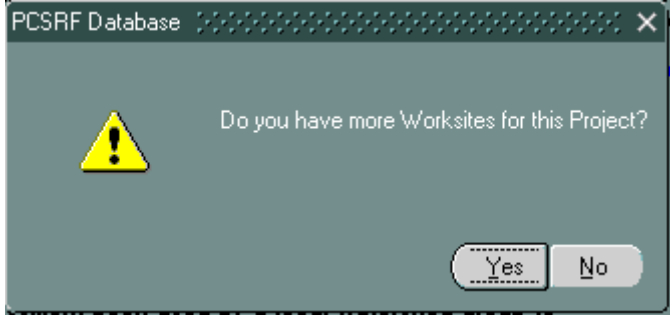
Rebuild Weak Stock Details

Purpose	Species	Count Prop	Count Act

Page 8/11 Save << Previous Page Next Page >>

Figure 37 – Rebuild Weak Stock Details

14. Select Purpose	Use the pull-down menu to choose from the list of goals for the fish marketing If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar
15. Select Species	Use the pull-down menu to choose from the list of species for the fish marketing If you need to add additional rows so you can add additional information, you need to select the insert record button  on the toolbar
16. Enter Count Proposed	Enter the number of proposed weak stocks
17. Enter Count Actual	Enter the number of actual number of weak stocks
18. Save	The save button save the changes to the current record
19. Previous Page	The next page button takes you to the previous form
20. Completed	When you select the Complete button, you will be asked if you have more Worksites for this project:

	<div data-bbox="521 207 1187 520"></div> <p data-bbox="521 554 1365 651">If you answer Yes, you will be taken back to the Project Worksite form. If No, your project weak stocks objective is completed and you will be taken back to the Project Information Form.</p>
--	---

Infrastructure Improvements

Describing the
Infrastructure
Improvements
Details

PCSRF Project Tracking Data Entry-- Version 1.1.4

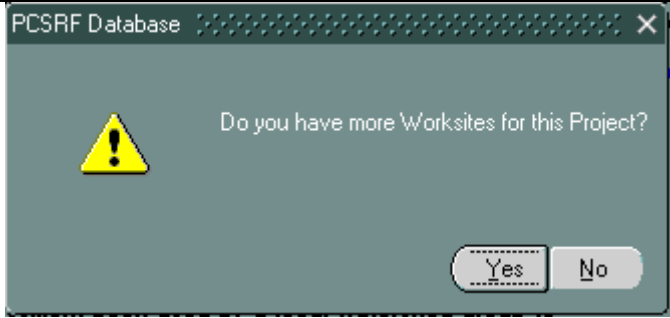
Infrastructure Improvements

	Proposed	Actual
Permit holders using the infrastructure improvement(s)	<input type="text"/>	<input type="text"/>
Permits in the gear groups using the infrastructure improvement (s)	<input type="text"/>	<input type="text"/>
Communities benefiting from infrastructure projects	<input type="text"/>	<input type="text"/>
Seafood processors benefiting from the infrastructure projects	<input type="text"/>	<input type="text"/>
Number of jobs at seafood processors benefiting from the infrastructure projects.	<input type="text"/>	<input type="text"/>

Page 9/11 **Save** << Previous Page Next Page >>

Figure 38 – Infrastructure Improvements

21. Enter Permit Holders	Enter the proposed and actual numbers for the permit holders using the infrastructure improvement(s)
22. Enter Permits in Gear Groups	Enter the proposed and actual numbers for the permits in the gear groups using the infrastructure improvement(s)
23. Enter Communities	Enter the proposed and actual numbers for the communities benefiting from the infrastructure projects
24. Enter Processors	Enter the proposed and actual numbers for the seafood processors benefiting from the infrastructure projects
25. Enter Jobs	Enter the proposed and actual numbers for the number of jobs at seafood processors benefiting from the infrastructure projects
26. Save	The save button save the changes to the current record
27. Previous Page	The previous page button takes you to the previous form
28. Completed	When you select the Complete button, you will be asked if you have more Worksites for this project:

	<div data-bbox="521 205 1187 520"></div> <p data-bbox="521 554 1372 651">If you answer Yes, you will be taken back to the Project Worksite form. If No, your project Infrastructure objective is completed and you will be taken back to the Project Information Form.</p>
--	--

Salmon Marketing

Describing the
Salmon
Marketing
Details

PCSRF Project Tracking Data Entry-- Version 1.1.5


Salmon Marketing

	Proposed	Actual
Permit holders assisted by marketing program	<input type="text"/>	<input type="text"/>
Gear groups assisted by marketing program	<input type="text"/>	<input type="text"/>
Alaska communities assisted by marketing program	<input type="text"/>	<input type="text"/>
Alaska fish processors assisted by marketing program	<input type="text"/>	<input type="text"/>
Potential consumers reached by marketing program	<input type="text"/>	<input type="text"/>

Page 10/11 Save << Previous Page Next Page >>

Figure 39 – Salmon Marketing


29. Enter Permit Holders	Enter the proposed and actual numbers for the permit holders assisted by the marketing program
30. Enter Permits in Gear Groups	Enter the proposed and actual numbers for the gear groups assisted by the marketing program
31. Enter Communities	Enter the proposed and actual numbers for the Alaska communities assisted by the marketing program
32. Enter Processors	Enter the proposed and actual numbers for the Alaska fish processors assisted by the marketing program
33. Enter Potential Consumers	Enter the actual numbers for the potential consumers assisted by the marketing program
34. Save	The save button save the changes to the current record
35. Previous Page	The previous page button takes you to the previous form
36. Completed	When you select the Complete button, you will be asked if you have more Worksites for this project:

	<div><div>PCSRF Database</div><div> Do you have more Worksites for this Project?</div><div><div>Yes</div><div>No</div></div></div> <p>If you answer Yes, you will be taken back to the Project Worksite form. If No, your project Infrastructure objective is completed and you will be taken back to the Project Information Form.</p>
--	--

Salmon Product Quality

Describing the
Salmon Product
Quality Details

Action Edit Query Block Record Field Help



PCSRF Project Tracking Data Entry-- Version 1.1.5

Salmon Product Quality

Report the percent of salmon chilled at capture in Southeast Alaska.

Quantity of value added salmon products (such as fillets) produced in Southeast Alaska

Report the percentage of Pink salmon diverted from canned to other products

Report the number of new products or potential new products developed

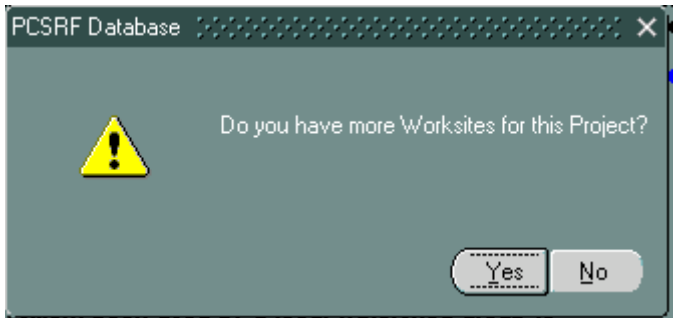
Page 11/11

Save

<< Previous Page

Complete>>

Figure 40 – Salmon Product Quality

37. Enter Salmon Chilled	Enter the percentage for the salmon chilled at capture in Southeast Alaska
38. Enter Quantity of Value	Enter a number for the quantity of value added salmon products (such as fillets) produced in Southeast Alaska
39. Enter Percentage	Enter the percentage for pink salmon diverted from canned to other products
40. Enter New Products	Enter a number for the new products or potential new products developed
41. Save	The save button save the changes to the current record
42. Previous Page	The previous page button takes you to the previous form
43. Completed	<p>When you select the Complete button, you will be asked if you have more Worksites for this project:</p>  <p>If you answer Yes, you will be taken back to the Project Worksite form. If No, your Salmon Product Quality objective is completed and you will be taken back to the Project Information Form.</p>

To enter salmon research, monitoring, and evaluation information

This section assumes you have entered the common forms for this objective. For instructions on entering data in the first five forms for Salmon Research, Monitoring, and Evaluation, go to the [Entering Common Forms](#) section. After you have completed these forms, you need to complete the following form to complete the Salmon Research, Monitoring, and Evaluation objective:

Salmon Research, Monitoring, and Evaluation Information

Research Monitoring, and Evaluation Questions

PCSRF Project Tracking Data Entry-- Version 1.1.9- Connected to TRAINING Database

Salmon Research, Monitoring, and Evaluation

State whether or not the project is directly related to key salmon management questions regarding salmon recovery and/or sustainability of healthy salmon stocks. ☐ Yes ☐ No

Cooperating Organization Name (Text Field upto 500 characters .Enter all names seperated by coma)

Edit

Proposed Actual

Number of organizations cooperating on the Research, Monitoring and Evaluation Project

Report the number of research findings related to Pacific Salmon Treaty incorporated into abundance-based management regimes

Describe the Research Monitoring and Evaluation findings utilized in adaptive changes to salmon and watershed programs and policies

Edit

Report the stream length assessed/monitored for habitat condition, water quality, salmonid abundance and productivity in accordance with Research Monitoring and Evaluation or watershed monitoring strategy.

Cite the number of reports prepared by the project on key management or restoration data, information, and needs. These reports could be progress reports, monitoring reports, or final reports associated with research.

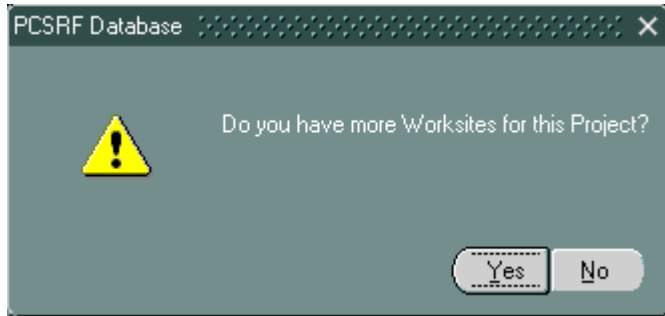
Report Metadata

Page 6/6

Save << Previous Page Complete>>

Figure 41 – Salmon Research Monitoring, and Evaluation

Entering Research Monitoring, and Evaluation Information - Steps:	User Task:
--	-------------------

1. Answer Project Question	For proposed, select either Yes or No – State whether or not the project is directly related to key salmon management questions regarding salmon recovery and/or sustainability of healthy salmon stocks.
2. Enter Cooperating Organization Name	Enter the name of the cooperating organization. Note: the Edit button will expand the window so you can add additional text.
3. Enter Organizations Information	Enter the proposed and actual numbers for the following: Number of organizations cooperating on the Research, Monitoring and Evaluation Project.
4. Enter Research Information	Enter the proposed and actual numbers for the following: Report the number of research findings related to Pacific Salmon Treaty incorporated into abundance-based management regimes. Note: the Edit button will expand the window so you can add additional text.
5. Describe Findings	Describe the Research, Monitoring and Evaluation findings utilized in adaptive changes to salmon and watershed programs and policies. Note: the Edit button will expand the window so you can add additional text.
6. Enter Stream Length Information	Enter the proposed and actual numbers for the following: Report the stream length assessed/monitored for habitat condition, water quality, salmonid abundance and productivity in accordance with Research Monitoring and Evaluation or watershed monitoring strategy.
7. Enter Reports Information	Enter a number for the following: Cite the reports prepared by the project on key management or restoration data, information, and needs. These reports could be progress reports, monitoring reports, or final reports associated with research.
8. Save	The save button save the changes to the current record
9. Previous Page	The next page button takes you to the previous form
10. Completed	<p>When you select the Complete button, you will be asked if you have more Worksites for this project:</p>  <p>If you answer Yes, you will be taken back to the Project Worksite form. If No, your Salmon Research Monitoring and Evaluation objective is completed and you will be taken back to the Project Information Form.</p>

To enter public outreach and education information

This section assumes you have entered the common forms for this objective. For instructions on entering data in the first five forms for public outreach and education, go to the [Entering Common Forms](#) section. After you have completed these forms, you need to complete the following form to complete the public outreach and education objective:

Public Outreach and Education Information

PCSRF Project Tracking Data Entry-- Version 1.1.9- Connected to TRAINING Database

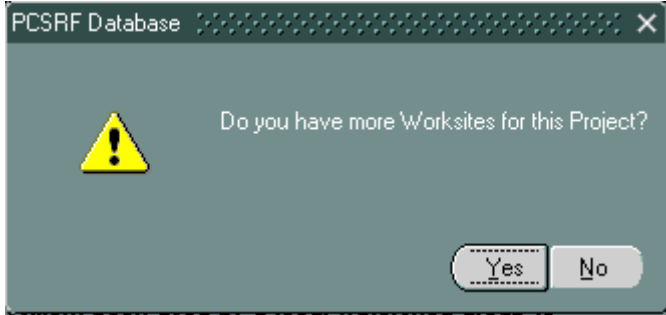
Public Outreach Education Projects (Section F)

	Proposed	Actual
Report whether or not the project focuses on sustainability, restoration (where needed), and the maintenance of watershed and salmon population health	<input type="radio"/> Yes <input type="radio"/> No	<input type="radio"/> Yes <input type="radio"/> No
Report the number of proposed workshops/training events within the project	<input type="text"/>	<input type="text"/>
Report the proposed number of participants in workshops/training events within the project	<input type="text"/>	<input type="text"/>
Report the number of schools and other institutions reached within the project	<input type="text"/>	<input type="text"/>
Report the number or documents proposed or the citations of documents produced within the project	<input type="text"/>	Report Metadata

Page 6/6 [Save](#) << Previous Page Complete >>

Figure 42 – Public Outreach and Education

Entering Public Outreach and Education - Steps:	User Task:
1. Enter Project Focus Information	For both proposed and actual , select either Yes or No – Report whether or not the project focuses on sustainability, restoration (where needed), and the maintenance of watershed and salmon population health.
2. Enter Workshops and Training Events	Report the number of proposed and actual workshops/training events within the project.
3. Enter Participants	Report the proposed and actual number of participants in workshops/training events within the project
4. Enter Schools	Report the proposed and actual number of schools and other institutions

and Other Institutions	reached with the project
5. Enter Documents Information	Report the number of documents proposed or the citations of the documents produced within the project
6. Save	The save button save the changes to the current record
7. Previous Page	The previous page button takes you to the previous form
8. Complete	<p>When you select the Complete button, you will be asked if you have more Worksites for this project:</p>  <p>If you answer Yes, you will be taken back to the Project Worksite form. If No, your Public Outreach and Education objective is completed and you will be taken back to the Project Information Form.</p>

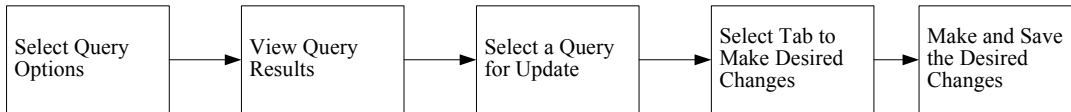
To enter program administration information

To enter program administration information, you need to complete the first three forms in the Common Forms section. For instructions on entering data in the first three forms, go to the [Entering Common Forms](#) section.

Updating Existing Projects

The Entry Forms in the previous sections are used to enter new data in the database. The Query Edit Forms described in this section are used to update any projects currently in the database. The following process flow shows you the high-level process for updating projects using the Query Edit Forms:

Query Edit Flow Chart



The process for updating projects is, like the Data Entry Forms, based on the PCSRF objective. These processes are outlined in the [Overview of the Data Entry Process](#). The forms are, however, selected using the tabs at the top of the page. Selecting the tab makes it easier access to the specific form you want to update.



Figure 43 – Tabs for Selecting Forms

The following section describes the steps for updating a project given in the process flow. Following this section, you will be referred to previous sections of the User's Guide for a description of the forms and fields for each of the objectives.

To update projects in the database

Select Query Options

Query Options

Query Results

Additional Functions

Figure 44 – Query Edit Form

Query Edit Forms - Steps:	User Task:
1. Select Year	Select from a list of years
2. Select Grantee	Select from a list of grantees
3. Select Subgrantee	Select from a list of subgrantees
4. Select Objective	Select from a list of objectives
5. Select Habitat Project Type	Select from a list of habitat project types
6. Select 3 rd Field HUC	Select from a list of 3 rd Field HUCs. In the context of this form, this is usually the Basin or 3 rd field HUC where the project takes place. There are, however, statewide projects and projects in Alaska that are not 3 rd field HUCs. These may have more general area names.
7. Enter Project Reference Number	Enter the project reference number. This number will show up in the results under the ID column

8. Select Query	Run the query based on the selection you have made by selecting the Query button
-----------------	--

View Query Results

Year: Grantee: KRITFWC Subgrantee:

Objective: Habitat Project Type: ALL

3rd Field HUC: Project Ref:

Sel	ID	FFY	Grantee	Subgrantee	3rd Field HUC
<input type="checkbox"/> No Edit	KRITFWC - Yurok 1	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	2000-1	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	HVTFD-00-FYKE	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	HVTFD-00-WC-SCRE	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	TEPA-00-MIVT	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	KRITFWC - Yurok 5	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	KRITFWC - Yurok 3	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	KRITFWC - Yurok 4	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	TEPA-00-HYDRO	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	HVTFD-00-HAB	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	KRITFWC-Admin-2000	2000	KRITFWC		Klamath
<input type="checkbox"/> No Edit	KRITFWC - Yurok 2	2000	KRITFWC		Klamath

Sort Order: ☒ Ascending ☐ Descending

Figures 45 – Query Results

Query Results	
The scroll bar takes you through the results listed below (See figure 45)	
Query Edit Forms - Results:	Query Results
ID	You will be provided with a set of results based on the ID number.
FFY	You will be provided with a set of results based on the federal fiscal year.
Grantee	You will be provided with a set of results based on the selected grantee
Subgrantee	You will be provided with a set of results based on the selected subgrantee
3 rd Field HUC	You will be provided with a set of results based on the 3 rd field HUC
Project Name	You will be provided with a set of results based on the project name
Proposed Project Description	You will be provided with the proposed description of the project
Actual Project Description	You will be provided with the actual description of the project
PCSRF Dollars	You will be provided with a set of results based on the allocated PCSRF dollars
State Dollars	You will be provided with a set of results based on the allocated State dollars
Project Objective	You will be provided a statement of the project objective

Additional Functions	
Query Edit Forms - Options:	User Task:
Clear	You can clear the form of any previous selections or results to begin a new query
Sort Order	You can sort the information you received (ascending or descending). You can select the order by choosing ascending or descending and selecting the tab you want to for the result you want to sort (See figure 46)
Location Map	You can view a map of the area you have selected
Project Description	You can view a proposed and an actual project description
Summary	You can view a project summary that covers the number of projects, the total PCSRF dollars, and the total state dollars
Download the information into MS Excel	You can download the results as an MS Excel file

Select Tab to Sort

Select Sort Order

Sort Order ☒ Ascending ☐ Descending

Location Map Project Description Summary Download into MS Excel

Figures 46 – Using the Sort Feature

Select a Record for Update

Year: Grantee: Subgrantee:

Objective: Habitat Project Type:

3rd Field HUC: Project Ref:

Sel	ID	FFY	Grantee	Subgrantee	3rd Field HUC
<input type="checkbox"/> Edit	100086	2000	NWIFC		Puget Sound
<input checked="" type="checkbox"/> Edit	100175	2000	NWIFC		Washington Coastal
<input type="checkbox"/> Edit	100172	2000	NWIFC		Washington Coastal
<input type="checkbox"/> Edit	100089	2000	NWIFC		Puget Sound

Selecting Record and the Edit Button

Figures 47 – Selecting a Record

Query Edit Forms - Steps:	User Task:
9. Select Row	Select a record from the list
10. Select Edit Button	Select the edit button to open the record you have selected (See figure 47).

Highlighted Tabs Available Based on Objective

Action Edit Query Block Record Field Help

PCSRF Project Tracking Query & Edit -- Version 1.0.1

Project Subgrantee/Contact Budget Details Fund Details Worksite Habitat Subbasin Planning **Enhancement** Outreach, Educati... Research Monitoring

Project Source: **Objective:**

Project Reference: **Project Name:**

Primary Subgrantee: **Selection Date:** **Start Date:**

Deliverable Date: **Scheduled End Date:** **Actual End Date:**

Fund Year: **PCSRF Funds(Proposed):** **PCSRF Funds (Actual):**

State Funds (Proposed): **State Funds (Actual):**

Description (Proposed): Enhance Quinault River Sockeye by catching wild sockeye from Quinault Lake, spawn them at a hatchery, rear progeny to swim-up fry and zero-age smuts then release them back into the Quinault Lake after otolith-marking each so they can be identified when they return.

Description (Actual): Enhance Quinault River Sockeye by catching wild sockeye from Quinault Lake, spawn them at a hatchery, rear progeny to swim-up fry and zero-age smuts then release them back into the Quinault Lake after otolith-marking each so they can be identified when they return.

Project Benefits:
Incidental Secondam benefit for habitat restoration: Returning adults will be allowed to spawn naturally and die in the upper reaches

Geographic Area Name: **Project Status:**

Figures 48 – Opened Record

Select Tab for Desired Form

Select Tab for Desired Form

Make Any Desired Changes

Save Desired Changes

Figures 49 – Selecting a Tab for Desired Form

11. Make Changes	Make the desired changes to the form
12. Save Changes	Save the changes you have made

You have completed the general process for selecting and updating forms using the Query Edit Forms. As mentioned earlier, the objective you select determines the specific forms you are able to update (See [Overview of Data Entry Process](#) for the flow charts that show the forms for each objective). The following links will take you to the forms and provide an explanation of the fields in each form.

[Entering Common Forms Information](#) (Page 26)

[Entering Watershed Subbasin Planning and Assessment Information](#) (Page 45)

[Entering Salmon Habitat Protection and Restoration Information](#) (Page 48)

[Entering Salmon Enhancement Projects](#) (Page 62)

[Entering Salmon Research, Monitoring, and Evaluation](#) (Page 73)

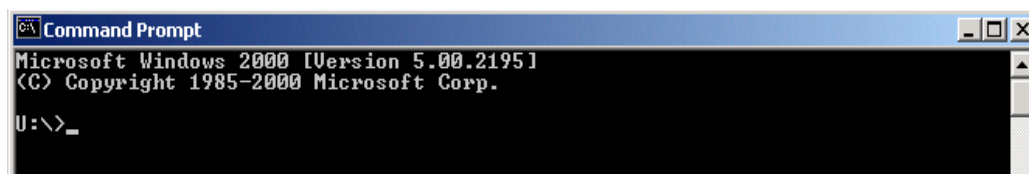
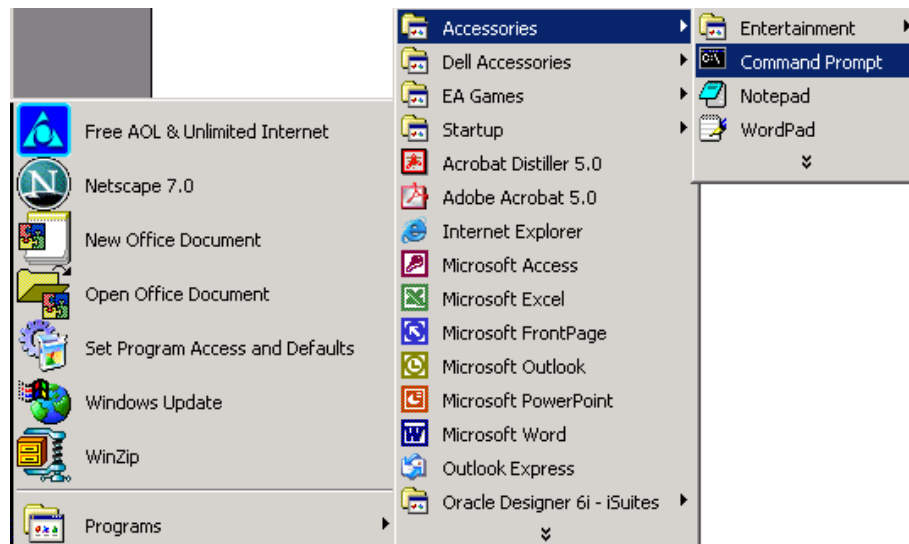
[Entering Public Outreach and Education](#) (Page 75)

[Entering Program Administration Information](#) (Page 76)

Appendix A – FTP Instructions

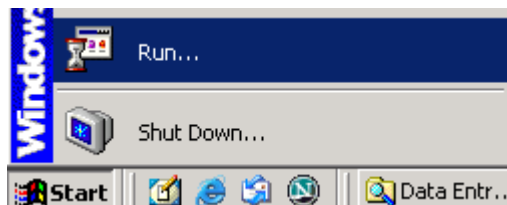
FTP instructions:

- 1) Open a Command Prompt: **Programs/Accessories/Command Prompt**

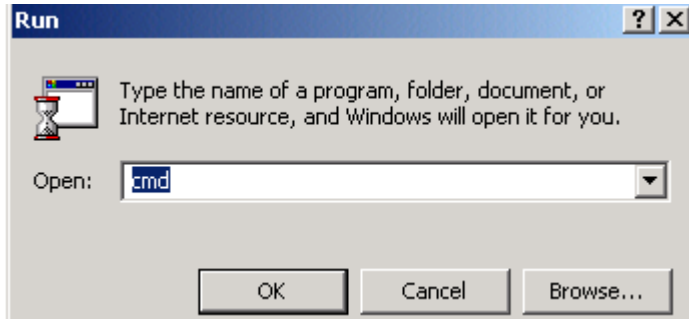


You can also reach the command prompt using **run:**

- 2) Select **Start/Run**



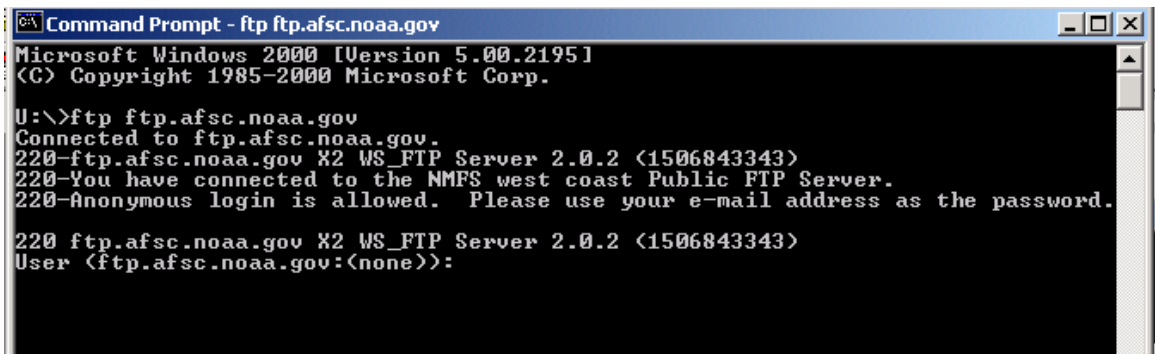
- 3) Enter **cmd** and Click **OK**



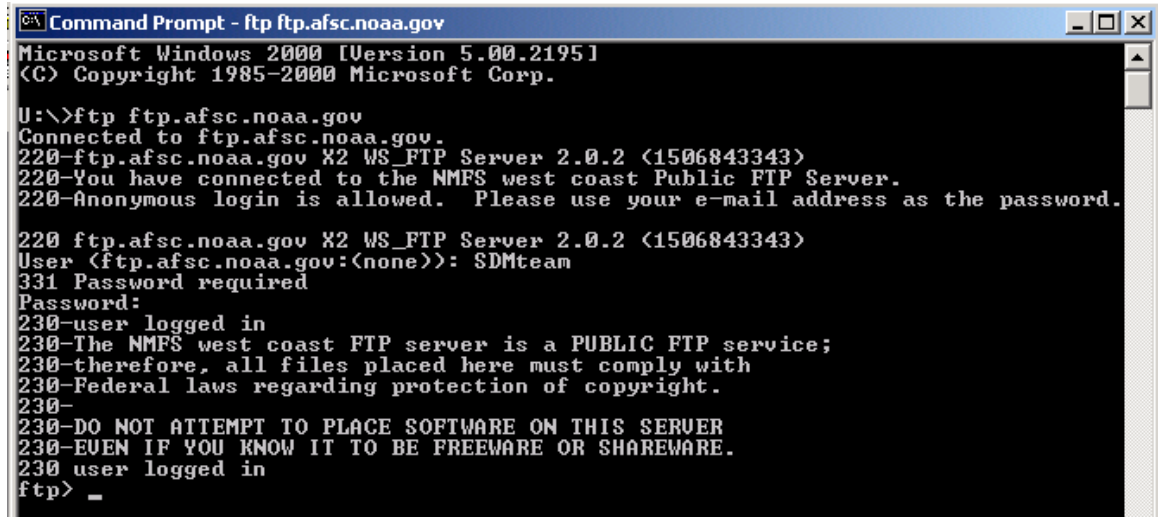
- 4) If you are not in the directory where the data that you wish to transfer is located you will need to change your directory. If you need to change to a network drive simply type the letter of the drive followed by a colon - for example, **g:**

This will change the directory to the g drive. Once on the correct network drive you can issue the **cd** command to “change directory”. For example, **cd temp** will change the directory to **g:\temp**. You can then type the **dir** command to see a listing of the subdirectories and files in this directory.

- 5) Please ZIP any data that you are transferring.
6) From the DOS prompt type: **ftp <ftp.afsc.noaa.gov>**
7) You will be asked to supply a User and Password:
User = **SDMteam**
Password = **sdmguest**



- 8) You will see a message that you are logged in and the prompt will change to **ftp>**



```
Command Prompt - ftp ftp.afsc.noaa.gov
Microsoft Windows 2000 [Version 5.00.2195]
(C) Copyright 1985-2000 Microsoft Corp.

U:\>ftp ftp.afsc.noaa.gov
Connected to ftp.afsc.noaa.gov.
220-ftp.afsc.noaa.gov X2 WS_FTP Server 2.0.2 (1506843343)
220-You have connected to the NMFS west coast Public FTP Server.
220-Anonymous login is allowed. Please use your e-mail address as the password.

220 ftp.afsc.noaa.gov X2 WS_FTP Server 2.0.2 (1506843343)
User (ftp.afsc.noaa.gov:(none)): SDMteam
331 Password required
Password:
230-user logged in
230-The NMFS west coast FTP server is a PUBLIC FTP service;
230-therefore, all files placed here must comply with
230-Federal laws regarding protection of copyright.
230-DO NOT ATTEMPT TO PLACE SOFTWARE ON THIS SERVER
230-EVEN IF YOU KNOW IT TO BE FREWARE OR SHAREWARE.
230 user logged in
ftp> _
```

- 9) Type the **binary** command to switch the transfer mode to binary. You will receive the message: **Type set to IMAGE**
- 10) Type the **put** command specifying your file. For example, **put mydata.zip**. This will start the data transfer.
- 11) When the data transfer is complete you will receive a message at which point you can issue the **bye** command to log off. Your connection will be closed.

There are free FTP software packages you can download and other packages you can evaluate for 30 days. Please be aware that NOAA cannot support any of these software packages, and NOAA is not responsible for any damages caused by these software packages.

Appendix B – Data Entry Forms Security and Access

Gaining Edit-Access to a PCSRF Data Set

In order for a user to create, update or delete Project-related records in the PCSRF database, users must first be given the necessary authorities within the specific Grantees dataset. Only a user with the PCSRF_SECURITY_ADMIN role may grant and revoke these authorities to other users. In order to obtain these authorities, a user must contact a security administrator with such a request.

In requesting edit access to any PCSRF data, a user or staff should specify five (or four, if no SubGrantee is specified) of the following elements of security.

- The PCSRF Fund **Grantee** – The name of the Grantee or data source to be authorized, such as NWIFC, ADFG, etc. [At the time of this writing there are 14 recognized Grantees.] To allocate to all Grantees, simply designate ‘ALL’ for this element. All authorization requests must have the approval of this Grantee’s administrator.
- Name of **Sub-Grantee** within Grantee, if applicable – **This is optional** if the Grantee encompasses several Sub-Grantees and it is necessary to restrict the user to edit only certain Sub-Grantees. If Sub-Grantee is not specified, the user will have edit authority to ALL Sub-Grantees within the Grantee designation.
- A **UserName** – This is the name of the individual to be authorized to edit the Grantees/Sub-Grantees data set. The PCSRF recommended format is last-name and first two letters of first name; e.g. Brendan Sylvander converts to SYLVANDERBR. A group name may be specified but the Grantee is cautioned that group-shared edits will not provide a clear audit trail for their data.
- PCSRF **Table Name(s)** where edits are to be allowed – This can be a list of individual database table names or the value ‘ALL’ to grant complete table edits within the Grantee/Su-Grantee data set.
- Specific **Edit Privileges** – one of these three privileges: INSERT, UPDATE, DELETE or ‘ALL’. Designating ALL for this element will full edit authority to the specified tables within the Grantee/Sub-Grantee data set.

The Types of Security

There are six types of security for the data entry forms. The following lists these types and the privileges they provide:

1. Application Edit LOCKOUT: This feature enables a PCSRF administrator, through a software switch, to lock out all users from making changes to any PCSRF data for a short time period. This provides a means of managing data-freezing and preparation for beginning new data cycles as needed.
2. Lookup-Code Authority: This feature allows designation of specific individuals to manage the code-tables within PCSRF. Two levels of security are included in this authority as 1) table-by-table privileges for specific users and 2) specific privilege (insert, update, delete) for specific tables. There are capabilities to grant specific users several “superuser” privileges within this authority.

3. Project-Edit Authority: This feature allows implementation of restricted edit-access to PCSRF Project data. Numerous levels of security are embedded in this edit authority including individual insert, update and delete privileges on progressive levels of detail within specified Project Source and/or Subgrantee designations. There are capabilities to grant specific users several “superuser” privileges within this authority.

4. Lookup-Codes requiring Project-Edit Authority: This feature applies to a limited number of lookup tables and will allow anyone with Project-Edit authority to INSERT new records because they may be needed “on the fly” as they enter project data. These users will not be able to delete the records that they’ve created unless they also have Lookup-Code authority.

6. PCSRF Security Administrator: A user or group of users will be issued this restricted authority to oversee and manage the security of all the above authorities.

Appendix C – PCSRF Data Definitions

The following appendix provides you with an overview of the data definitions and their attributes. This includes a description of the data field, definitions of the elements, format (units) for proposed actions, and format (units) for completed actions. This is based on a project spreadsheet and the references (e.g., C.7.3.) refer to the column on the far left side. For the latest descriptions see the web site under the pull-down menu **Definitions**.

PCSRF#	PCSRF Description	Definition	format (units) for proposed actions	format (units) for completed actions
PCSRF Data Definitions (10-8-03)				
A	Reporting Metrics for all PCSRF Expenditures			
A.1	Project identification number	This is the number given to the project by the State or Tribe	text field	not applicable
A.2	Project name	This is the name given to the project by the State or Tribe	text field	not applicable
A.3	Geographic area name	On land the Geographic Area Name is defined as the name of the 5th field Hydrologic Unit (HUC). For ocean/estuarine areas not covered by 5th field HUC's the Geographic Area is the name of the water body as shown on NOAA charts or the name of the statistical area. The NWFSC will provide web access to a set of NOAA nautical charts.	text field	not applicable
A.4	Geospatial reference/location	This is locational data for each treatment site where the project work is done. Report as a point, line or polygon for all treatment locations. Latitude and longitude from GPS is preferred.	Point, line or polygon. Latitude/ longitude from GPS is preferred. Beginning and end points of stream segment can also be provided if available.	Point, line or polygon. Latitude/ longitude from GPS is preferred. Beginning and end points of stream segment can also be provided if available.

A.5	Project Lead/Subgrantee name	The name of the entity receiving funds to do the actual project work.	text field	not applicable
A.6	Project start date	The date that the project lead/subgrantee proposes to start the project.	mm/dd/yyyy	not applicable
A.7	Project end date	The date that the project's lead/subgrantee contract is completed	mm/dd/yyyy	mm/dd/yyyy
A.8	Project deliverable date	The date that the project worksite deliverables are completed. The project deliverable date can be entered when deliverables are due beyond the project end date (in A7 above).	not applicable	mm/dd/yyyy
A.9	PCSRF Objective	The PCSRF Objective under which the project is conducted: Watershed and Sub-basin Planning and Assessment; Salmon Habitat Protection and Restoration; Salmon Enhancement; Salmon Research, Monitoring, and Evaluation; or Public Outreach and Education. Choose one objective for each project.	pull down list	not applicable
A.10	PCSRF Federal funds	The amount of PCSRF Federal funds being expended on this project in dollars.	# (\$)	not applicable
A.11	State funding	Amount of State funds being expended on this project in dollars.	# (\$)	not applicable
A.12	Federal Fiscal Year	The Federal fiscal year in which the PCSRF funding was awarded to the state/tribe.	yyyy	not applicable
A.13	Date of project selection	Date funding was committed to the subgrantee through state/tribal decision-making process.	mm/dd/yyyy	not applicable
A.14	Project description	Short description of the project. The fish stock(s) and or ESUs targeted by the project should be identified as a part of this description.	narrative, limited to 1000 char. Additional documentation can be attached (e.g. project plans).	narrative, limited to 1000 char. Additional documentation can be attached (e.g. project plans).
A.15	Expected benefits of the project	Short description of the expected benefits to fish, for example to improve the range, the breeding or the spawning of a Salmonid population.	narrative, limited to 1000 char.	not applicable

B. Watershed And Sub-Basin Planning And Assessment Projects		Projects that assess current or baseline habitat condition/s and or prioritize factors limiting native salmonid production such as amount of freshwater flow and address measures needed to eliminate limiting factors. Types of reports include recovery plans, water shed plans, subbasin plans and habitat inventory reports, and Tribal Resource Management Plans. Projects can include recovery planning and participation in NMFS Technical Recovery Teams, watershed assessments, including mapping/inventory for plans, subbasin planning, development of habitat inventory reports, support for watershed councils and organizational infrastructure and staffing for local conservation groups and tribal entities.		
B.1	Support local watershed group?	Does the project fund operations of watershed councils, or provide technical assistance to watershed councils?	Y/N	not applicable
B.2	Support tribal or agency infrastructure?	Does the project provide staff support and/or infrastructure costs directly related to assessments or recovery planning?	Y/N	not applicable
B.3	Plan/assessment in development?	Does this project support development of a plan or assessment? If so, record the name of the plan/assessment.	Y/N or name of plan/assessment	not applicable
B.4	Plan/assessment completed?	Has the plan or assessment funded with PCSRF been completed? This will show how many plans were completed each year.	not applicable	Y/N or Citation: Author, date, name, source, source address. Endnote citation format.
B.5	Identify/prioritize factors limiting production?	Does the plan/assessment identify/prioritize specific factors limiting the production of populations and ESUs or conservation opportunities at the watershed scale?	Y/N	Y/N
B.6	Biological goals?	Does the plan/assessment incorporate biological goals consistent with State or Tribal conservation plans or Technical Recovery Team recommendations?	Y/N	Y/N
B.7	Identify necessary actions?	Does the plan/assessment identify actions needed to meet	Y/N	Y/N

		goals?		
B.8	Used to guide restoration actions?	Has the plan/assessment been used by a local watershed group to guide restoration actions? The purpose of watershed plans or assessment is to guide decision making and implementation.	Y/N	Y/N
B.9.1 (OPTIONAL)	Stream miles surveyed and assessed that contain anadromous Pacific Salmon	The number of stream miles surveyed for this plan/assessment that contain anadromous Pacific Salmon.	# (miles to .01 miles)	# (miles to .01 miles)
B.9.2 (OPTIONAL)	Stream miles surveyed that have riparian disturbance	The number of stream miles surveyed for this plan/assessment that have riparian disturbance; for example landslide, road, parking lot, vegetation clearing.	# (miles to .01 miles)	# (miles to .01 miles)
C. Habitat Protection and Restoration Projects		Projects that restore ecosystem characteristics and processes and address priority factors that are limiting salmonid production. There are 10 different types of habitat projects: Fish Screening, Fish Passage, Instream Flow, Instream Habitat, Riparian Habitat, Upland Habitat, Water quality, Wetland, Estuarine, and Land Acquisition/Easements/Leases. [Note: complete C.1 for all habitat projects, then complete C.2 through C.8 as applicable for the type of habitat project]		
C.1.1	The watershed/sub-basin plan or assessment in which the project is identified as a priority	All projects should be a result of assessing the watershed for limiting factors. The written document/s used as a reference for justifying the work should be cited.	Author, date, title, source, source address and/or url. (Endnote citation format)	not applicable

C.1.2	Limiting factors	Name the priority habitat limiting factors identified in that plan that are addressed by the project. Some factors apply to WA only, as noted: physical habitat/channel conditions, barriers to passage/ loss of access to spawning and rearing habitat, irrigation diversions – screens, flows/water quantity, water quality (toxics), temperature, sediment/streambed sediment conditions, riparian condition, floodplain interactions/conditions, trophic interactions (e.g. nutrient cycling), exotic species, predator/competitor interactions, fire regime, biological processes (WA only), estuarine and near-shore habitat (WA only), lake habitat (WA only), water quality (WA only)	pull down list. Choose one or more limiting factors from the list. If you are providing the information in a spreadsheet use the following format: limiting factor 1 (name); limiting factor 2 (name); etc	pull down list. Choose one or more limiting factors from the list. If you are providing the information in a spreadsheet use the following format: limiting factor 1 (name); limiting factor 2 (name); etc
C.1.3	Type of monitoring	Identify the type of monitoring included in the project. This refers to what is being monitored at the project site. Some projects may be monitored and others not. Some projects may be monitored for engineering design specifications, habitat changes, and fish. Others may only measure one or two of the parameters	Narrative	Narrative
C.1.4	Stream section treated	Report the length of stream section treated by the project. Meander measurement of portion of stream proposed for treatment and treated by the project, counting one side of stream only.	# (miles to .01 miles)	# (miles to .01 miles)
C.2 INSTREAM PROJECTS				

C.2.1 Fish Screening Projects		Projects that result in the installation or improvement of screening systems that prevent Salmonids from passing into areas that do not support salmonid survival, for example into irrigation diversion channels.		
C.2.1.1	Number of screen(s) installed	A total count of screens proposed for installation and actually installed, recognizing that a project may install more than one screen.	#	#
C.2.1.2	The flow rate of water diverted	The flow rate at the screened diversion(s) from the water right.	# (cfs)	# (cfs)
C.2.1.3	Quantity of water protected by screens (duty)	The amount of water proposed for protection and actually protected, as stated in the water right in terms of acre-feet per year.	# (acre-feet)/year	# (acre-feet)/year
C.2.2 Fish Passage Improvement Projects		Projects that affect or provide fish migration up and down stream including road crossings (bridges or culverts), barriers (dams or log jams), fishways (ladders, chutes or pools), and weirs (log or rock).		
C.2.2.1	Number of fish passage blockages removed or improved	There may be more than one blockage per project. Report a count of all blockages that are proposed for removal or improvement and those that are actually removed or improved as part of this project.	#	#
C.2.2.2	Length of stream made accessible by the removal of barriers other than culverts	The miles of stream proposed and actually opened to improved salmon production upstream of the barrier(s) other than culverts.	# (miles to .01 miles)	# (miles to .01 miles)
C.2.2.3	Length of stream made accessible for passage of salmon species by the improvement or removal of culverts	The miles of stream proposed for and actually made accessible for passage of salmon species by upgrading or removing culverts.	# (miles to .01 miles)	# (miles to .01 miles)
C.2.3 Instream Flow Projects		Projects that maintain and/or increase the flow of water to provide needed habitat conditions. These can include releases of water from dams or impoundments or water conservation projects to reduce stream diversions or extractions.		

C.2.3.1	Amount of water returned to the stream	The flow of water returned to the stream (not including water that is maintained in the stream).	cfs	cfs
C.2.3.2	The start and end date of the return flow	Start and end dates of the return flow to the stream in days.	start date mm/dd/yyyy and end date mm/dd/yyyy	start date mm/dd/yyyy and end date mm/dd/yyyy
C.2.3.3	# of water flow gauges installed	The number of gauges proposed and installed as a part of the project. Water withdrawal projects require a gauge to measure water use.	#	#
C.2.3.4	Volume of water leased or purchased	Water volume proposed for lease or purchase and actually leased or purchased should be reported in acre-feet.	# (acre feet)	# (acre feet)
C.2.4 Instream Habitat		Projects that increase or improve the physical conditions within the stream environment (below the ordinary high water mark of the stream) to support an increased salmonid population.		
C.2.4.1	Type of instream habitat treatment	Bank stabilization, carcass placement, channel connectivity, channel reconfiguration, deflectors/barbs, log control (weir), off-channel habitat wetland, plant removal/control, rock control (weir), roughened channel, signage, site maintenance, spawning gravel placement, woody debris placement, stream channels, other.	pull down list. Choose one or more type of instream habitat treatment from the list. Where available, report the location and quantitative performance data for each type of instream habitat treatment. If you are providing the information in a spreadsheet use the following format: type of instream habitat treatment 1 (name); type of instream habitat treatment 2 (name); etc	pull down list. Choose one or more type of instream habitat treatment from the list. Where available, report the location and quantitative performance data for each type of instream habitat treatment. If you are providing the information in a spreadsheet use the following format: type of instream habitat treatment 1 (name); type of instream habitat treatment 2 (name); etc
C.2.4.2	Streambank stabilization projects	The number of miles of streambank stabilization treatment. Add length treated on both sides when both sides are stabilized. Add one side when one side is treated.	# (miles to .01 miles)	# (miles to .01 miles)

C.2.4.3	Length of instream habitat treated, except for bank stabilization	This refers to meander miles of instream habitat treatments, except for bank stabilization treatments. Count actual stream length treated.	# (miles to .01 miles)	# (miles to .01 miles)
C.3 Riparian Habitat Projects		Projects that change areas (above the ordinary high water mark of the stream and within the flood plain of streams) in order to improve the environmental conditions necessary to sustain Salmonids throughout their life cycle.		
C.3.1	Type of riparian treatment	Planting, fencing, livestock exclusion, water gap development, conservation grazing management, irrigation practice improvement, livestock water development, weed control.	pull down list. Choose one or more type of riparian habitat treatments from the list. Where available, report the location and quantitative performance data for each type of riparian treatment. If you are providing the information in a spreadsheet use the following format: type of riparian treatment 1 (name); type of riparian treatment 2 (name); etc	pull down list. Choose one or more type of riparian habitat treatments from the list. Where available, report the location and quantitative performance data for each type of riparian treatment. If you are providing the information in a spreadsheet use the following format: type of riparian treatment 1 (name); type of riparian treatment 2 (name); etc
C.3.2	Length of riparian stream bank treated	This refers to meander miles of stream bank proposed for treatment and treated. Report the actual length of proposed treatment, adding lengths of treatment on both sides if treatment was on both sides.	# (miles to .01 miles)	# (miles to .01 miles)
C.3.3	Amount of riparian area treated except for invasive species treatment	This refers to the total riparian acres proposed and actually treated. Examples of treatment include riparian plantings, or protection of riparian zone with a fence. Report the invasive species separately in C.3.4	# (acres)	# (acres)

C.3.4	Amount of riparian area treated for invasive plant species	This refers to the acres of invasive plant species proposed and actually treated. An invasive species is a plant species that is recognized by the State or Tribe as an invasive species.	# (acres)	# (acres)
C.4 Upland Habitat Projects		Landscape level projects implemented above the elevation of the riparian zone (above the floodplain) that indirectly affect salmonid habitat, for example by affecting the water quality and quantity.		
C.4.1	Type of upland habitat treatments	Upland treatments include road stream crossing improvements, road drainage system improvements, road reconstruction, road obliteration, upland erosion control - sediment control basins, upland erosion control - windbreaks, upland erosion control - planting, upland erosion control - conservation land management, no till ag, terracing.	pull down list. Choose one or more upland habitat treatment s from the list. Where available, report the location and quantitative performance data for each type of upland treatment. If you are providing the information in a spreadsheet use the following format: type of upland treatment 1 (name); type of upland treatment 2 (name); etc	pull down list. Choose one or more upland habitat treatment s from the list. Where available, report the location and quantitative performance data for each type of upland treatment. If you are providing the information in a spreadsheet use the following format: type of upland treatment 1 (name); type of upland treatment 2 (name); etc
C.4.2	Amount of upland habitat area treated	Total acres proposed for each treatment above. Report proposed and completed road projects separately in C.4.3 below.	# (acres)	# (acres)
C.4.3	Length of road treated	Proposed and actual treatments include road(s) decommissioned (closed, obliterated), upgraded, or restored.	# (miles to .01 miles)	# (miles to .01 miles)
C.5 Water Quality Projects		Projects that result in an improvement of water quality conditions for example through improved water treatment, the installation of sediment traps to capture highway runoff, or the reduction in the use of herbicides, pesticides and fertilizers.		

C.5.1	Water quality limitation treated	Choose from a list of water quality indicators: temperature, turbidity, bacteria, dissolved oxygen, pesticides, pH, heavy metals, nutrients.	pull down list. Choose one or more water quality indicators from the list. If you are providing the information in a spreadsheet use the following format: water quality limitation treated 1 (name); water quality limitation treated 2 (name); etc	pull down list. Choose one or more water quality indicators from the list. If you are providing the information in a spreadsheet use the following format: water quality limitation treated 1 (name); water quality limitation treated 2 (name); etc
C.6 Wetland Projects		Projects designed to protect, create or improve connected wetland areas (that meet the standard for federal delineation) that are known to support salmonid production. For example salmonid populations, especially juveniles, can benefit from access to connected wetland areas where conditions provide food supply, protection from high flows and protection from predators.		
C.6.1	Type of wetland treatment	Choose from types of wetland treatments: wetland creation, wetland improvement/enhancement, wetland vegetation planting, wetland invasive species removal.	pull down list. Choose one or more wetland treatments from the list. Where available, report the location and quantitative performance data for each type of wetland treatment. If you are providing the information in a spreadsheet use the following format: type of wetland treatment 1 (name); type of wetland treatment 2 (name); etc	pull down list. Choose one or more wetland treatments from the list. Where available, report the location and quantitative performance data for each type of wetland treatment. If you are providing the information in a spreadsheet use the following format: type of wetland treatment 1 (name); type of wetland treatment 2 (name); etc
C.6.2	Amount of wetland area treated	Acres of wetland proposed for treatment and actually treated. Include acres of invasive species proposed for treatment or treated in C.6.4. below.	# (acres)	# (acres)
C.6.3	Amount of artificial wetland area created	Acres of artificial wetland proposed to be created and actually created from an area not formerly a wetland.	# (acres)	# (acres)

C.6.4	Amount of wetland area of invasive species proposed for treatment and actually treated	The acreage of invasive species proposed for treatment and actually treated in the wetland project. The proposed project area may only be a portion of an existing wetland such as removing an area of purple loosestrife.	# (acres)	# (acres)
C.7 Estuarine Projects		Projects that result in improvement of or increase in the availability of estuarine habitat such as tidal channel restoration, floodplain connectivity, floodgate fish passage or diked land conversion. This habitat is important for salmonid out migration where juvenile Salmonids begin the transition from fresh to salt water environments and where predatory pressures are known to be high.		
C.7.1	Type of estuarine treatment	Estuarine projects include channel modification/creation, increased freshwater flow, dike breaching/removal, tide gate alteration/removal, removal of existing fill material, creation of new estuarine area.	pull down list. Choose one or more types of estuarine treatments from the list. Where available, report the location and quantitative performance data for each type of estuarine treatment. If you are providing the information in a spreadsheet use the following format: type of estuarine treatment 1 (name); type of estuarine treatment 2 (name); etc	pull down list. Choose one or more types of estuarine treatments from the list. Where available, report the location and quantitative performance data for each type of estuarine treatment. If you are providing the information in a spreadsheet use the following format: type of estuarine treatment 1 (name); type of estuarine treatment 2 (name); etc
C.7.2	Amount of estuarine area treated	Acres of estuary proposed for treatment and actually treated. Note: include creation of estuarine wetlands in C.7.3 below.	# (acres)	# (acres)
C.7.3	Amount of estuarine area created	Acres of artificial estuary proposed for creation and actually created from an area not formerly saline.	# (acres)	# (acres)

C.7.4	Amount of estuarine area of invasive species treated	The acreage of invasive species proposed for treatment and actually treated in an estuary. A treatment may only be for a portion of an estuary such as removal of Spartina.	# (acres)	# (acres)
C.8 Land Acquisition /Easements/leases		Projects that involve the acquisition or lease of land or riparian areas.		
C.8.1	Amount of land, wetland or estuarine area protected with acquisition/easement/lease	The acreage reported should be the total acreage proposed for protection and actually protected regardless of whether all of the habitat is applicable to the desired goals for acquisition.	# (acres)	# (acres)
C.8.2	Length of stream bank protected through land acquisition/easement/lease	This refers to meander miles of stream bank proposed for protection and actually protected by acquisition, easement or lease. Count miles on both sides of stream if both sides are acquired. Count on one side if only one side is acquired.	# (miles to .01 miles)	# (miles to .01 miles)
D. Salmon Enhancement Projects		Projects that will enhance depressed stocks of naturally spawning anadromous salmonids through salmonid supplementation, reduction in fishing effort on depressed wild stocks; or enhancement of Pacific salmon fisheries on healthy stocks. [Note: complete D.1 for all enhancement projects, then complete D.2 through D.6 as applicable for the type of project]		
D.1.1	Type of Enhancement	Name the type of enhancement addressed by the project: supplementation, fish marking and technology, production technology, fisheries management, or Alaska fishing industry assistance.	pull down list. Choose one or more. If you are providing the information in a spreadsheet use the following format: type of enhancement 1 (name); type of enhancement 2 (name); etc	pull down list. Choose one or more. If you are providing the information in a spreadsheet use the following format: type of enhancement 1 (name); type of enhancement 2 (name); etc

D.1.2	Name the habitat restoration projects that this project complements	The habitat restoration project (if any) that this project complements.	Project name 1, project name 2, etc.	Project name 1, project name 2, etc.
D.2 Rebuilding weak stocks or sustaining/enhancing salmon populations		Enhancement projects that rebuild weak stocks or sustain/enhance naturally spawning salmon populations.		
D.2.1	Hatchery fry/smolt released for the purpose of redirecting fishing effort	Number of hatchery fry/smolt released for the purpose of redirecting fishing effort.	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc
D.2.2	Hatchery fry/smolt released for the purpose of natural spawning	Number of hatchery fry/smolt released for the purpose of natural spawning.	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc
D.2.3	Hatchery fry/smolt released for supplementing weak/depressed salmon stocks	Number of hatchery fry/smolt released for supplementing weak/depressed salmon stocks.	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc
D.2.4	Hatchery fry/smolt releases that compensate for reductions in harvest levels set to meet Pacific Salmon Treaty obligations	Number of hatchery fry/smolt released to compensate for reductions in harvest levels set to meet Pacific Salmon Treaty obligations.	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc
D.3 Fish Marking or production enhancements		Enhancement projects that invest in fish marking, hatchery modifications, or production improvements.		

D.3.1	Type of fish marking or production enhancement	Choose one or more of the types of enhancements from the pull down list: fish marking (equipment including trailers), increased fish marking capacity, production technology improvements, facility modification, traps/weirs, rearing/acclimation ponds, fish transport, acquisition of supplementation sites. Enter the # of each type of enhancement.	Choose one or more enhancements from pull down list and enter the number of each enhancement. If you are providing the information in a spreadsheet use the following format: enhancement type 1 (name), # of enhancements; enhancement type 2 (name), # of enhancements; etc. Example. facility modification, 3; traps/weirs,4; etc	Choose one or more enhancements from pull down list and enter the number of each enhancement. If you are providing the information in a spreadsheet use the following format: enhancement type 1 (name), # of enhancements; enhancement type 2 (name), # of enhancements; etc. Example. facility modification, 3; traps/weirs,4; etc
D.3.2	Fry/smolts produced through production technology improvements	Report the number of fry/smolt produced from technology improvements. This is the number produced regardless of whether they are reported as released in D.2.1-D.2.4.	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc
D.3.3	Number of fish marked	Report the number of fish marked or expected to be marked, per year as a result of the marking enhancement.	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc	# fry/smolt by species i.e. species a (name), # fry/smolt; species b (name), # fry/smolt; species c (name), # fry/smolt, etc
D.4	Reduced fishing effort on depressed stocks	Enhancement projects that reduce effort on depressed stocks. Report whether or not the project implements management measures designed to reduce fishing effort on depressed stocks.	Y/N	Y/N
D.5	Evaluation of potential sites or strategies for Pacific salmon enhancement	Does the project evaluate potential sites or strategies for Pacific salmon enhancement to promote fisheries that do not impact depressed stocks.	Y/N	Y/N

D.6 Alaskan Salmon Fisheries Assistance		Projects that assist Alaskan salmon industry entities: fishermen, processors and/or salmon dependent communities.		
D.6.1 Alaska Salmon Marketing		Alaska projects that involve marketing salmon		
D.6.1.1	Permit holders assisted by marketing program	The number of permit holders selling fish that will be marketed by the program (more short term benefit).	#	#
D.6.1.2	Gear groups assisted by marketing program	The number of permits in the gear groups from which fish will be marketed by the program (longer term benefit).	#	#
D.6.1.3	Alaska communities assisted by marketing program	Number of Alaska communities in which fish covered by marketing program is landed or processed.	#	#
D.6.1.4	Alaska fish processors assisted by marketing program	Number of Alaska fish processors who buy and process fish covered by marketing program.	#	#
D.6.1.5	Potential consumers reached by marketing program.	Number of potential consumers reached by marketing program. Contact information estimated by marketing entity.	not applicable	#
D.6.2 Infrastructure Improvements		Salmon industry individuals and entities benefited by infrastructure improvement. This can include the number of fisherman, processors, and/or salmon dependent communities aided by infrastructure improvements.		
D.6.2.1	Permit holders using the infrastructure improvement(s)	The number of permit holders using the improvement, or set of improvements, funded by the infrastructure program (more short term benefit).	#	#

D.6.2.2	Permits in the gear groups using the infrastructure improvement (s)	The number of permits in the gear groups using the improvement, or set of improvements, funded by the infrastructure projects (longer term benefit).	#	#
D.6.2.3	Communities benefiting from infrastructure projects	Number of communities benefiting from the infrastructure projects.	#	#
D.6.2.4	Seafood processors benefiting from the infrastructure projects	Number of seafood processors benefiting from the infrastructure projects.	#	#
D.6.2.5	Jobs at seafood processors benefiting from infrastructure projects	Number of jobs at seafood processors benefiting from the infrastructure projects.	#	#
D.6.3 Salmon Product Quality		Projects adding salmon product quality and value improvements.		
D.6.3.1	Salmon chilled at capture in Southeast Alaska.	Report the percent of salmon chilled at capture in Southeast Alaska. From quality survey data.	not applicable	%
D.6.3.2	Quantity of value added salmon products (such as fillets) produced in Southeast Alaska	Report the pounds of Southeast Alaska salmon processed to fillet or other value added form versus average of three previous years; data available from Commercial Operators Annual Reports.	not applicable	lbs (millions)
D.6.3.3	Pink salmon diverted from canned to other products	Report the percentage of pink salmon catch in Southeast Alaska in can form, versus average of three previous years; data available from Commercial Operators Annual Reports.	not applicable	%
D.6.3.4	New or potential new product development	Report the number of new products or potential new products developed.	not applicable	#
E. Salmon Research, Monitoring, and Evaluation Projects		Projects for conducting salmon research and monitoring to: 1) assess watershed health and salmon status; 2) monitor and evaluate PCSRF projects; 3) validate the effectiveness of protection and restoration projects; and 4) implement data requirements of the 1999 Pacific Salmon Treaty agreement.		

E.1	Relationship to key salmon management questions	State whether or not the project is directly related to key salmon management questions regarding salmon recovery and/or sustainability of healthy salmon stocks.	Y/N	not applicable
E.2	Comprehensive monitoring strategy/program name	Provide the citation for the comprehensive monitoring strategy/program the project is a part of.	text field. Author, date, name, source, source address. Endnote citation format.	text field. Author, date, name, source, source address. Endnote citation format.
E.3	Cooperating Organization Name	Names of the organizations cooperating on the Research, Monitoring and Evaluation Project	Comma delineated field. Name (of organization) 1, Name (of organization) 2, etc. Endnote citation format.	Comma delineated field. Name (of organization) 1, Name (of organization) 2, etc. Endnote citation format.
E.4	Cooperating Organization number	Number of organizations cooperating on the Research, Monitoring and Evaluation Project	#	#
E.5	Reports prepared	Cite the reports prepared by the project on key management or restoration data, information, and needs. These reports could be progress reports, monitoring reports, or final reports associated with research.	#	report 1 (text field. Author, date, name, source, source address.) report 2 (text field. Author, date, name, source, source address) and etc.
E.6	Number of research findings related to Pacific Salmon Treaty	Report the number of research findings related to Pacific Salmon Treaty incorporated into abundance-based management regimes.	#	#
E.7	Research Monitoring and Evaluation findings	Describe the Research Monitoring and Evaluation findings utilized in adaptive changes to salmon and watershed programs and policies.	Narrative, limited to 4000 char.	Narrative, limited to 4000 char.
E.8	Stream length assessed/monitored	Report the stream length assessed/monitored for habitat condition, water quality, salmonid abundance and productivity in accordance with Research Monitoring and Evaluation or watershed monitoring strategy.	# (miles to .01 miles)	# (miles to .01 miles)

F. Outreach and Education Projects		Projects that educate constituencies on the value of and actions taken for conservation, restoration, and sustainability of healthy Pacific salmonid populations and their habitat - including workshops, forums, preparation of educational materials, training and citizen participation.		
F.1	Project focus	Report whether or not the project focuses on sustainability, restoration (where needed), and the maintenance of watershed and salmon population health.	Y/N	Y/N
F.2	Number of workshops/training events	Report the number of completed workshops/training events within the project.	#	#
F.3	Number of participants in workshops/training events	Report the number of participants in completed workshops/training events within the project.	#	#
F.4	Outreach/education documents	Report the number of documents proposed or the citations of documents produced within the project.	#	Author, date, title, source, source address and/or url. (Endnote citation format)
F.5	Schools and institutions reached	Report the # of schools and other institutions reached within the project.	#	#